醫院管理局
HOSPITAL AUTHORITY

Public Private Interface (PPI) System
User Manual
for
General Users

Revision 1.15

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Information Technology Division
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	1.14	28 Jul 2010	AI3 team, ITD, HA	Updated Sections 7.1 for removing the “on behalf of” for ePR enquire
	1.15	10 Jun 2011	AI3 team, ITD, HA	Updated Section 3.4, 3.7 , 4.1, 5

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1.Introduction

The Public Private Interface / electronic Patient Record Sharing Pilot System (PPI-ePR) is a web-based application aiming at improving the sharing of patient's clinical information between public and private healthcare providers to facilitate a seamless and better quality healthcare environment for patients upon patient's consent.

The Hospital Authority (HA), being the largest healthcare provider in Hong Kong, has collected clinical data on patients under its care through its integrated clinical information system over the past years and established a patient-centered, lifelong longitudinal clinical data repository, namely the electronic-Patient Record (ePR).

A pilot for this collaborative project is to be launched by 1Q 2006, in which HA will share the ePR of patients who are under the care of selected private healthcare providers upon patients' consent. Through this pilot run, it aims to establish & assess the logistics involved, and to determine the key success criteria and identify critical components for the provision of a community-wide health information portal in the future.

1.1 About this manual

This manual aims at providing users with a quick and working reference of the PPI-ePR system and includes the following 4 sections:

1. System Requirement & Installation Guide
   This section describes the hardware & software requirement and the setup procedure before accessing the PPI-ePR system.

2. Security Information and Guide to User Login
   This section describes the security features of the system and how to use security token to login to the PPI-ePR system.

3. Guide to use the functions provided by PPI-ePR
   This section describes the various functions provided by the PPI-ePR system.

1.2 Where to Get Help

If you require help with the use of the PPI-ePR system, please contact the system administrator of your hospital. If you do not have a system administrator, please contact the Hospital Authority PPI-ePR Program Office on 2300-6654, or via email to the following addresses:

Internet: ppi.epr@ha.org.hk
Intranet: HO PPI-ePR Program Office (hopsoppiepr@ho.ha.org.hk)

2.System Requirement and Installation Guide

The minimum hardware and software requirement for your computer system to access the PPI system is described below.

2.1 Hardware Requirement

- IBM Compatible PC (Pentium and above) with a minimum of 256 MB RAM, or
- Intel-based Mac (either desktop or laptop) with a minimum of 1GB RAM
- Broadband Internet access

2.2 Software Requirement

For Microsoft Windows:

- Microsoft Windows 2000 with SP4 or above OR Windows XP with SP1 or above OR Windows Vista
- One of the following web browser installed:
    - Microsoft Internet Explorer version 6 with SP1 or above Microsoft Internet Explorer version 7
    - Mozilla Firefox 3.x
- Adobe Acrobat Reader Version 5.0 or above. You can download a free copy of the current version of Adobe Acrobat Reader at http://www.adobe.com/

For Mac:

- MacOS X 10.4 (Tiger) or 10.5 (Leopard)
- Web browser: Safari 3.x
- Adobe Acrobat Reader for Mac version 8 or above. You can download a free copy of the current version of Adobe Acrobat Reader at http://www.adobe.com/

Note that Primary Care Profile (PCP) can only run on Internet Explorer version 6/7 under current implementation.

Browser-Applications support matrix:

	Internet Explorer 6/7	Firefox 3.x	Safari 3.x on Mac
ePR	✓	✓	✓
Primary Care Profile (PCP)	✓	✗	✗
Cataract Profile	✓	✓	✓
Haemodialysis Public-Private Partnership Programme (HD PPP)	✓	✓	✓
Patient Empowerment Profile (PEP)	✓	✓	✓

Shared Care Profile (SCP)	✓ (IE7 only)	✓	✓

2.3 System Configuration

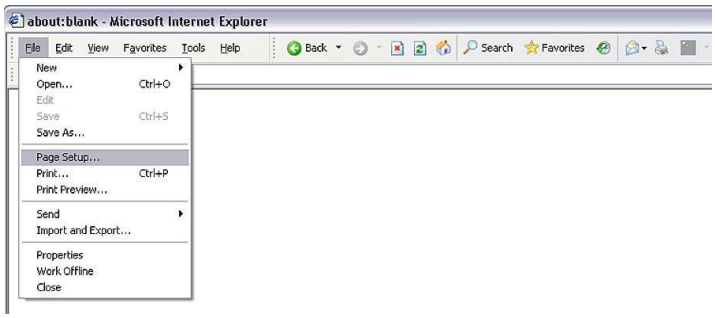
Before you access the PPI system, you should configure your computer as specified below.

2.3.1 Printing

If you need to print reports or letters through the system, please set up your Internet Explorer as follows:

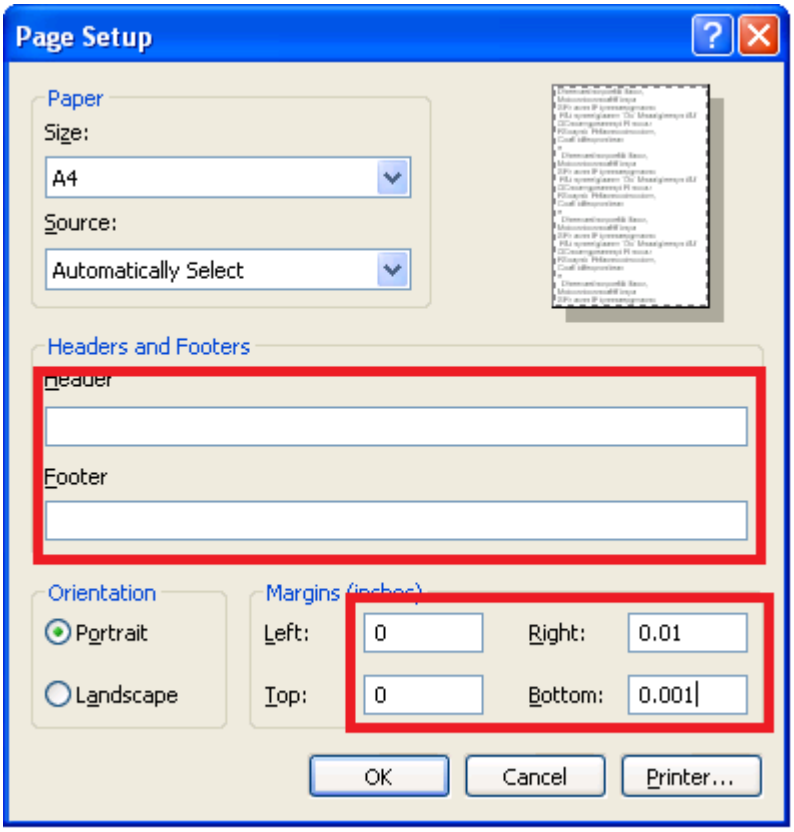
1. Open your Internet Explorer.

2. Click <File>, and then <Page Setup>.



3. Clear the contents in the <Header> and <Footer> sections and set margin to zero as shown below:

4. Clear the contents in the <Header> and <Footer> sections as below.

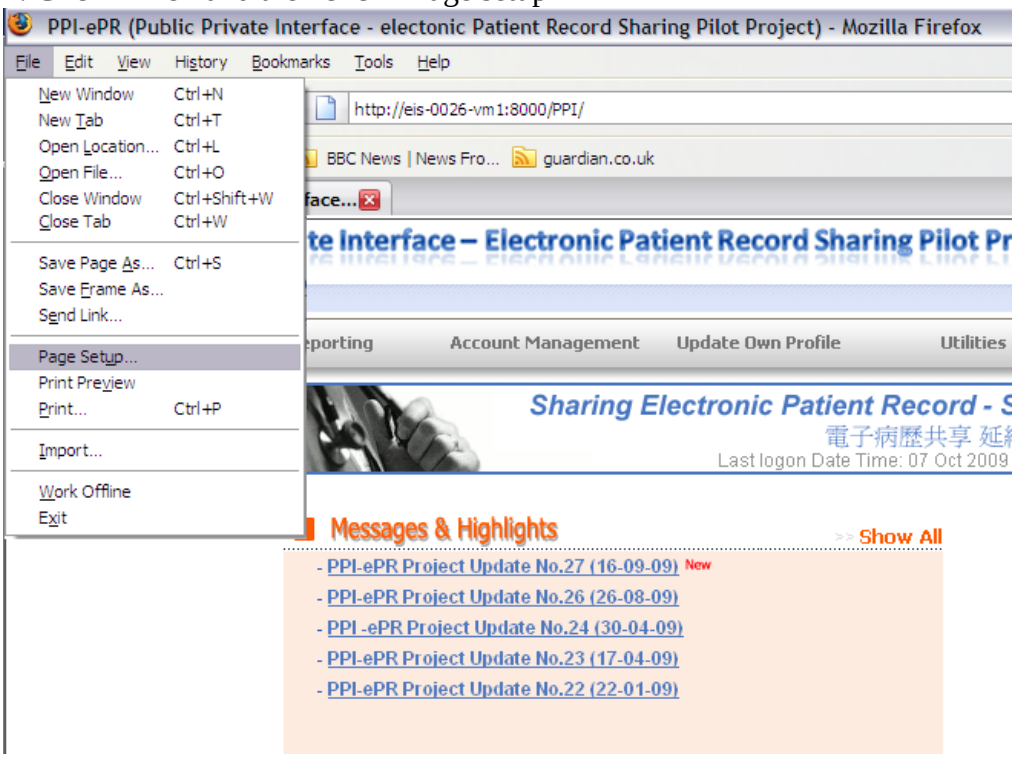


5. Click <OK> button to save the changes.

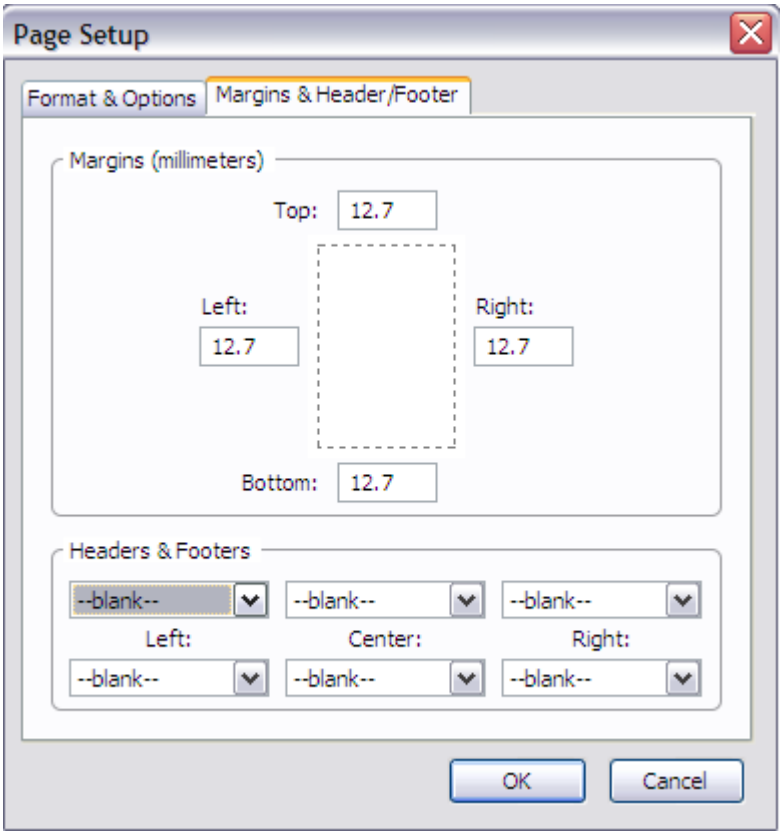
Mozilla Firefox

1. Open your Firefox browser

2. Click <File> and then click <Page setup>

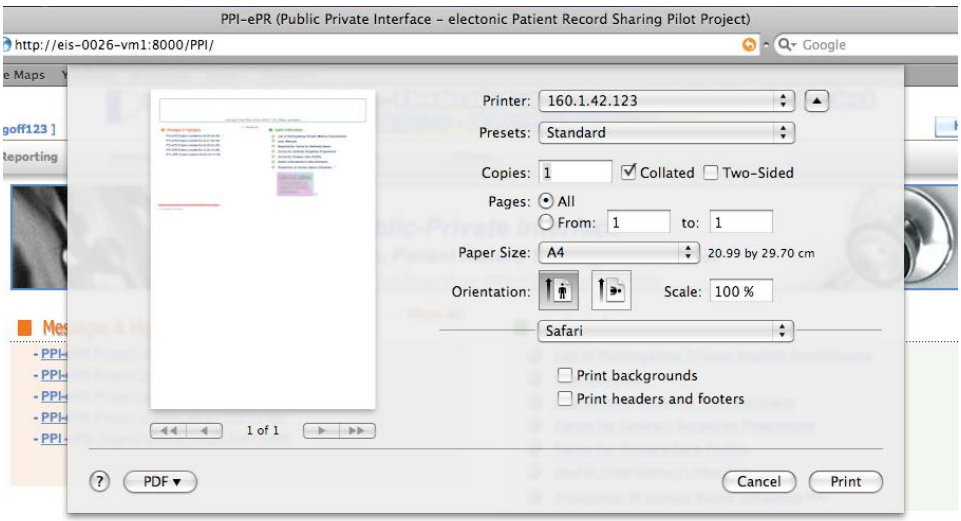


3. Set all headers and footers to "-blank-":



Safari (for MacOS X)

Uncheck the <Print headers and footers> option every time when you print a document in Safari.



3.Security Information and Guide to User Login

3.1 General Security Information

3.1.1 Access Control

Access to the different functions in the PPI-ePR system is granted based on the job duties of each user. If you think that your type and level of access in the PPI-ePR system do not match your responsibilities, please contact your PPI-ePR system administrator or the Hospital Authority PPI-ePR Program Office.

3.1.2 User Account

You are assigned a unique User ID (Login ID) when granted access to the PPI-ePR system for your sole and personal use only. For HA users, you are required to login to the system using the correct User ID and Password. For non-HA users, a Security Token is also provided and you are required to login to the system using the correct User ID, Password and the Security Code as displayed on the Security Token at the time of logging in.

Access to the system is restricted to authorised users only and you must not share your User ID, Password and Token to others. Please refer to the 'IT Security Guide for the PPI-ePR Project' for good security practices. A copy of which has been distributed to you when your account was created or you can download a copy from the PPI-ePR web site.

3.1.3 Activity Logging

The PPI-ePR system logs every user activity (e.g. accessing patient's clinical data, create an account) in the system automatically for audit purposes. The logged information includes the access date/time, User ID, type of transaction, the record and data fields accessed, and if any data is changed, the before and after image of the change. This logging allows the system administrator to trace every action within the system to the individual user and you will be personally responsible for the actions logged with your User ID.

You should use the PPI-ePR system to perform your duties in relation to patient care and related purposes only according to the Terms and Conditions of this website. Regular audit reports on individual users' activities in the PPI-ePR system will be generated for monitoring by the system administrators at the Hospital Authority and each participating Private Hospitals.

3.1.4 Patient Consent

You are allowed to access the patients' records only when the patient has consented. Apart from the system logging, the PPI-ePR system will generate a SMS message to the patient's mobile phone every time a patient's record is opened in the PPI-ePR system. The message contains the time and name of the user accessing his / her record so that the patient can report any unauthorised access to the Hospital Authority immediately.

3.2 System requirements on Password Maintenance

3.2.1 General Guidelines

Passwords are the principal means of authenticating the user and validating a user's authority to access the system. You are advised to adopt the following guidelines to protect your password so as to protect your own user account.

1. Keep passwords confidential. Do not disclose your password to others to prevent unauthorised access using your account.
2. Avoid keeping a paper record of passwords.
3. Change passwords whenever there is any indication of possible system or password compromise.
4. Change passwords at regular intervals (about 30 days) and avoid reusing or "cycling" old passwords
5. Avoid basing passwords on any of the following:
   - months of the year, days of the week or any other aspect of the date
   - family names, initials or car registration numbers
   - the organisation names, identifiers or references
   - telephone numbers (or similar all-numeric groups)
   - User ID, user name, group id or other system identifier
   - more than two identical characters
   - words that can be found in dictionaries

3.2.2 Mandatory requirement on Password format

The system will automatically check the format of your password when you create a new password. Passwords of the following format will be **rejected** :

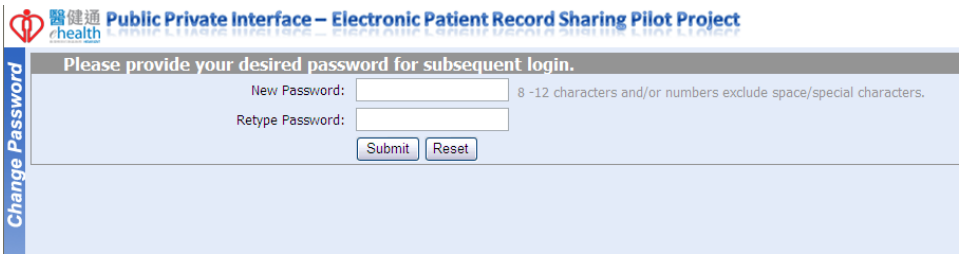
- with length less than 8 characters
- with the user's User ID or HKID embedded in the password
- with 3 or more consecutive identical characters in the password
- with the word 'password' embedded
- same password as your previous password

3.2.3 Password Changes

The system requires you to change your password upon successful login under the following circumstances :

- login for the first time
- login after your password has been reset
- login after your password has not been changed for a period of times

The following page will be displayed when the system requires you to change your password. You must change your password successfully before you can proceed to other functions when this page is displayed. When you change your password, please note the mandatory requirement on the format of the password as described in section 3.2.2.


Public Private Interface – Electronic Patient Record Sharing Pilot Project
Change Password
Please provide your desired password for subsequent login.
New Password:
8 -12 characters and/or numbers exclude space/special characters.
Retype Password:
Submit
Reset

In addition, you can change your password any time via the Update Own Profile function in the PPI-ePR.

3.2.4 Password notification

When your account is created or when your password is reset, an e-mail from **ppi.epr.system@ha.org.hk** will be sent to you to advise you of your password. It is therefore very important that you should keep your updated e-mail address recorded in the PPI-ePR system. Your User ID will be sent to you in a separate e-mail. You should memorise your User ID and password on receipt of the e-mails and destroy them immediately. If you forget your password, you have to call your system administrator or the PPI-ePR Program Office to reset your password. Since the password is system generated and no one knows your password, it is impossible to revert your password to a previous password.

3.3 Security Token Device

A Security Token Device as shown below will be assigned to each user who has to access the PPI-ePR via the internet. This device is not required for Hospital Authority users who only access the system within the HA network.

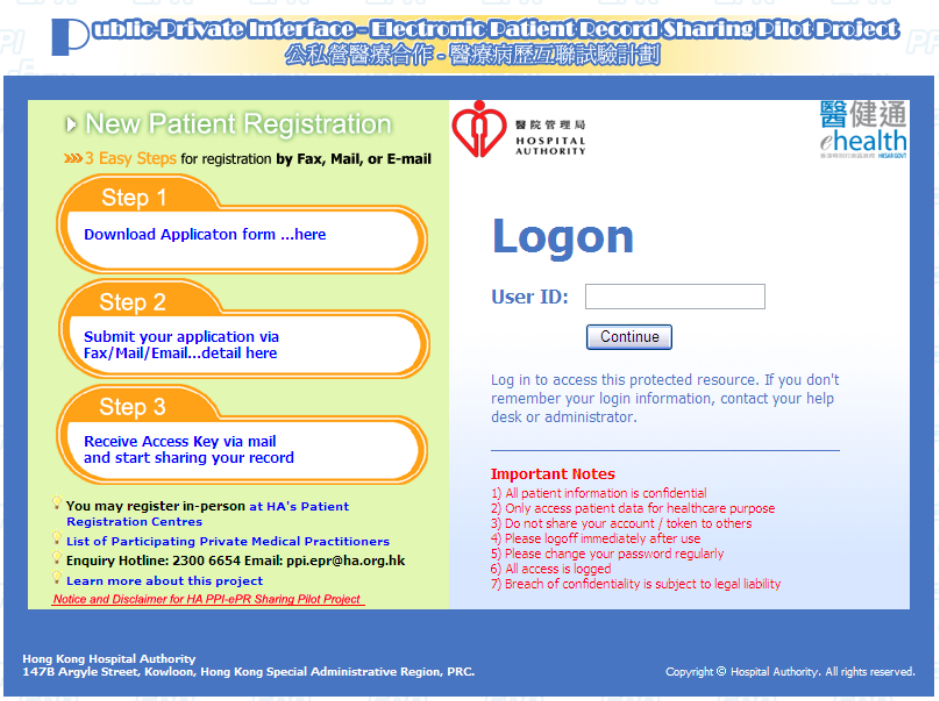
Internet users must have this token with him/her at the time of logging into the PPI-ePR system. The system requires internet users to enter the 6 digit code as displayed on the LCD screen of the Security Token device at logging in, e.g. 032848 as shown above.

The Security Code will expire within a short period of time and a new code will be displayed. You must input the Security Code as displayed on the Token at the time of logging in.

If you find any problem with your Security Token Device, please contact your system administrator or the PPI-ePR Program Office.

3.4 Login to the PPI-ePR System

1. Go to http://ppi.ha.org.hk with your web browser. The PPI logon screen will be displayed. Enter your User ID and click <Continue>.


Public Private Interface - Electronic Patient Record Sharing Pilot Project
公私營醫療合作 - 醫療病歷互聯試驗計劃
New Patient Registration
3 Easy Steps for registration by Fax, Mail, or E-mail
Step 1
Download Applicaton form ...here
Step 2
Submit your application via Fax/Mail/Email...detail here
Step 3
Receive Access Key via mail and start sharing your record
You may register in-person at HA's Patient Registration Centres
List of Participating Private Medical Practitioners
Enquiry Hotline: 2300 6654 Email: ppi.epr@ha.org.hk
Learn more about this project
Notice and Disclaimer for HA PPI-ePR Sharing Pilot Project
醫院管理局 HOSPITAL AUTHORITY
醫健通 ehealth
Logon
User ID:
Continue
Log in to access this protected resource. If you don't remember your login information, contact your help desk or administrator.
Important Notes
1) All patient information is confidential
2) Only access patient data for healthcare purpose
3) Do not share your account / token to others
4) Please logoff immediately after use
5) Please change your password regularly
6) All access is logged
7) Breach of confidentiality is subject to legal liability
Hong Kong Hospital Authority
147B Argyle Street, Kowloon, Hong Kong Special Administrative Region, PRC.
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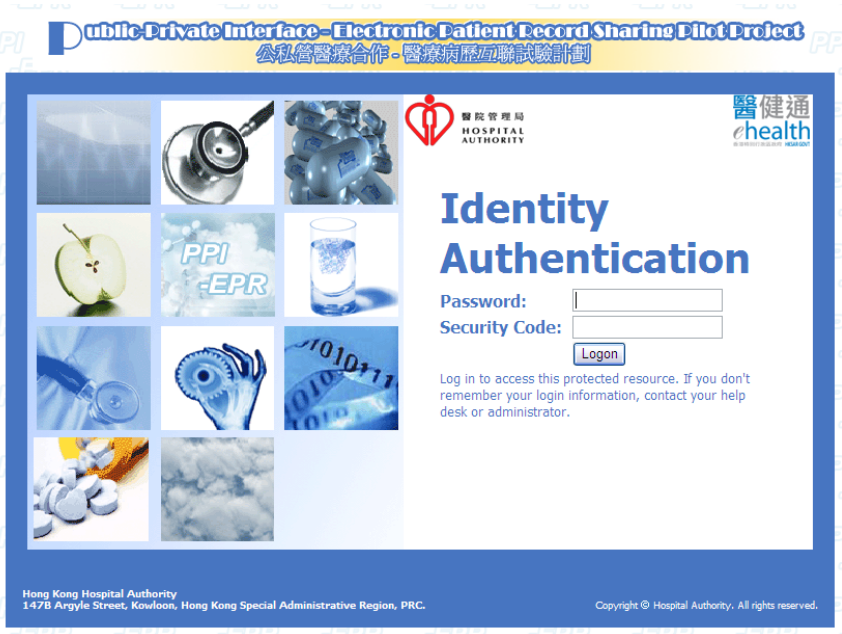
2. **For HA users**, the following page will be displayed and you are required to enter your Password. Note that the password is case-sensitive. Please ensure that you have input your password with the appropriate case and check that Caps Lock is not accidentally kept on.

Public Private Interface - Electronic Patient Record Sharing Pilot Project
公私營醫療合作 - 醫療病歷互聯試驗計劃
醫院管理局
HOSPITAL AUTHORITY
醫健通
ehealth
PPI
-EPR
Identity Authentication
Password:
Logon
Log in to access this protected resource. If you don't remember your login information, contact your help desk or administrator.
Hong Kong Hospital Authority
147B Argyle Street, Kowloon, Hong Kong Special Administrative Region, PRC.
Copyright © Hospital Authority. All rights reserved.

3. **For non-HA users** or users accessing the system via the internet, the following page will be displayed. You are required to input both the Password and the Security Code from your Security Token Device.


Public Private Interface - Electronic Patient Record Sharing Pilot Project
公私營醫療合作 - 醫療病歷互聯試驗計劃
醫院管理局
HOSPITAL AUTHORITY
醫健通
ehealth
PPI
-EPR
Identity Authentication
Password:
Security Code:
Logon
Log in to access this protected resource. If you don't remember your login information, contact your help desk or administrator.
Hong Kong Hospital Authority
147B Argyle Street, Kowloon, Hong Kong Special Administrative Region, PRC.
Copyright © Hospital Authority. All rights reserved.

Notes :

- the password is case-sensitive. Please ensure that you have input your password with the appropriate case and check that Caps Lock is not accidentally kept on.
- if you are unsure of what is the Security Code, please refer to paragraph 3.3 above on Security Token Device.

4. Press the <Logon> button to proceed.

3.4.1 Login for the First Time

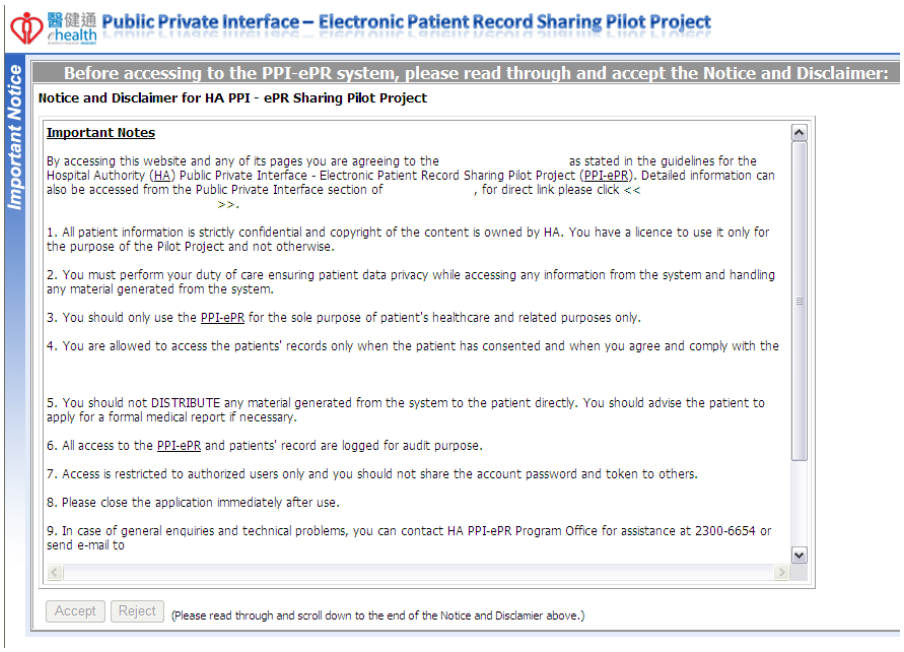
1. For **non-HA users** or users accessing the system via the internet, the following page will be displayed. You are required to input both the first 4 digit no. of your HKID (e.g. HKID:Z123456(7), input "1234") and the registered phone no to activate the account.

ublic-Private Interface – Electronic Patient Record Sharing Pilot Project
公私營醫療合作 - 醫療病歷互聯試驗計劃
HOSPITAL AUTHORITY
醫健通 ehealth
Account Activation
To activate your account, please input the following information
The first 4 digits no. of your HKID:
(e.g. HKID: A123456(7) input "1234")
Your registered phone no:
Activate Now
Hong Kong Hospital Authority
147B Argyle Street, Kowloon, Hong Kong Special Administrative Region, PRC.
Copyright © Hospital Authority. All rights reserved.

If you have input an incorrect HKID and / or registered phone no, the following page will be displayed. Please be aware that after a number of incorrect attempts to log on, we will **disable online access** by your User Account. Please contact your PPI-ePR system administrator or the Program Office to re-activate your account

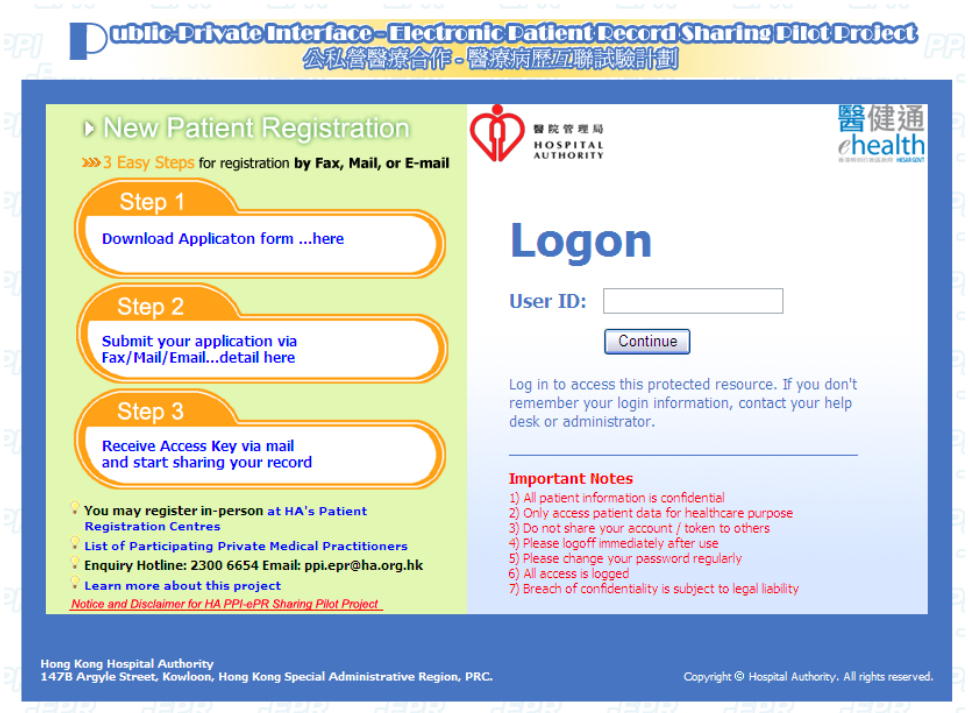
ublic-Private Interface – Electronic Patient Record Sharing Pilot Project
公私營醫療合作 - 醫療病歷互聯試驗計劃
HOSPITAL AUTHORITY
醫健通 ehealth
Account Activation
To activate your account, please input the following information
The first 4 digits no. of your HKID:
(e.g. HKID: A123456(7) input "1234")
2229
Your registered phone no:
96542311
Incorrect HKID/Phone. Please try again.If you have any query, please call Hospital Authority PPI-ePR Program Office 2300-6654
Activate Now
Hong Kong Hospital Authority
147B Argyle Street, Kowloon, Hong Kong Special Administrative Region, PRC.
Copyright © Hospital Authority. All rights reserved.

2. The first time when you login successfully to the system, a 'Notice and Disclaimer for HA PPI-ePR Sharing Pilot Project' will be displayed.


Public Private Interface – Electronic Patient Record Sharing Pilot Project
Important Notice
Before accessing to the PPI-ePR system, please read through and accept the Notice and Disclaimer:
Notice and Disclaimer for HA PPI - ePR Sharing Pilot Project
Important Notes
By accessing this website and any of its pages you are agreeing to the as stated in the guidelines for the Hospital Authority (HA) Public Private Interface - Electronic Patient Record Sharing Pilot Project (PPI-ePR). Detailed information can also be accessed from the Public Private Interface section of , for direct link please click << >>.
1. All patient information is strictly confidential and copyright of the content is owned by HA. You have a licence to use it only for the purpose of the Pilot Project and not otherwise.
2. You must perform your duty of care ensuring patient data privacy while accessing any information from the system and handling any material generated from the system.
3. You should only use the PPI-ePR for the sole purpose of patient's healthcare and related purposes only.
4. You are allowed to access the patients' records only when the patient has consented and when you agree and comply with the
5. You should not DISTRIBUTE any material generated from the system to the patient directly. You should advise the patient to apply for a formal medical report if necessary.
6. All access to the PPI-ePR and patients' record are logged for audit purpose.
7. Access is restricted to authorized users only and you should not share the account password and token to others.
8. Please close the application immediately after use.
9. In case of general enquiries and technical problems, you can contact HA PPI-ePR Program Office for assistance at 2300-6654 or send e-mail to
Accept
Reject
(Please read through and scroll down to the end of the Notice and Disclaimer above.)

3. Please read through this important notice regarding the use of the PPI-ePR system and its site. The <Accept> and <Reject> button will be enabled when you scroll to the end of the notice.

4. If you do not agree with the disclaimer, click the <Reject> button. You will be logged out of the system and return to the login page.


ublic Private Interface – Electronic Patient Record Sharing Pilot Project
公私營醫療合作 - 醫療病歷互聯試驗計劃
New Patient Registration
3 Easy Steps for registration by Fax, Mail, or E-mail
Step 1
Download Applicaton form ...here
Step 2
Submit your application via Fax/Mail/Email...detail here
Step 3
Receive Access Key via mail and start sharing your record
You may register in-person at HA's Patient Registration Centres
List of Participating Private Medical Practitioners
Enquiry Hotline: 2300 6654 Email: ppi.epr@ha.org.hk
Learn more about this project
Notice and Disclaimer for HA PPI-ePR Sharing Pilot Project
HOSPITAL AUTHORITY
醫健通 ehealth
Logon
User ID:
Continue
Log in to access this protected resource. If you don't remember your login information, contact your help desk or administrator.
Important Notes
1) All patient information is confidential
2) Only access patient data for healthcare purpose
3) Do not share your account / token to others
4) Please logoff immediately after use
5) Please change your password regularly
6) All access is logged
7) Breach of confidentiality is subject to legal liability
Hong Kong Hospital Authority
147B Argyle Street, Kowloon, Hong Kong Special Administrative Region, PRC.
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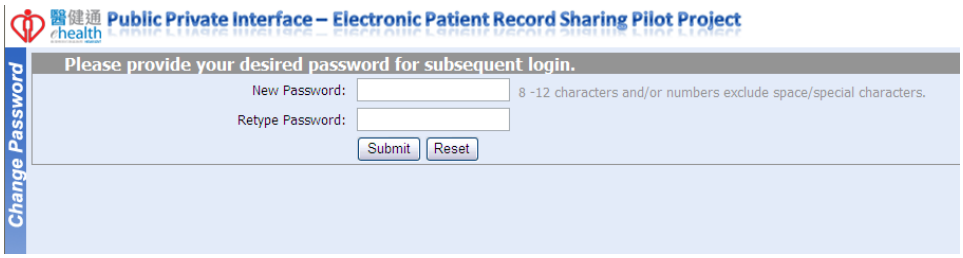
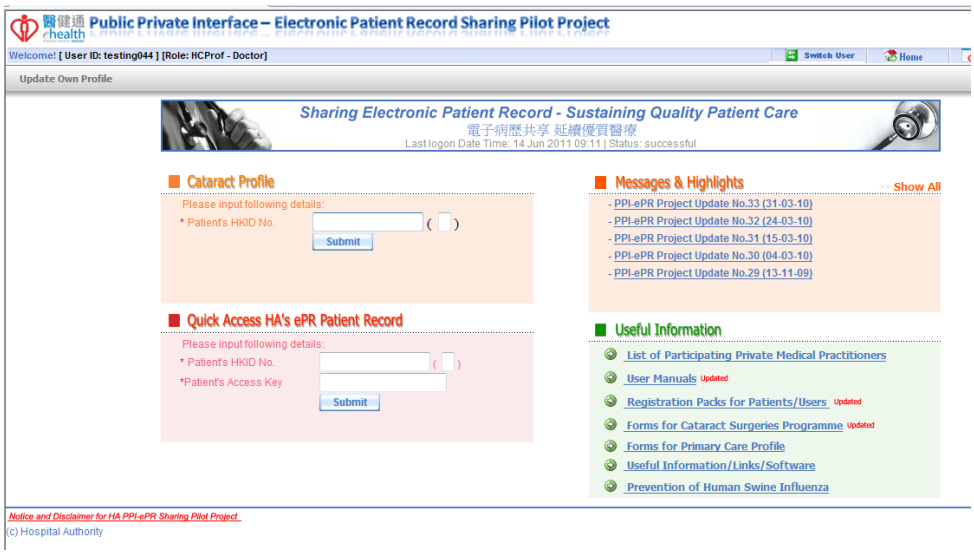
5. If you agree with the disclaimer, click the <Accept> button. You will be asked to change your password. Input the new password twice and click the <Submit> button to confirm. You can click <Reset> to clear all entries.

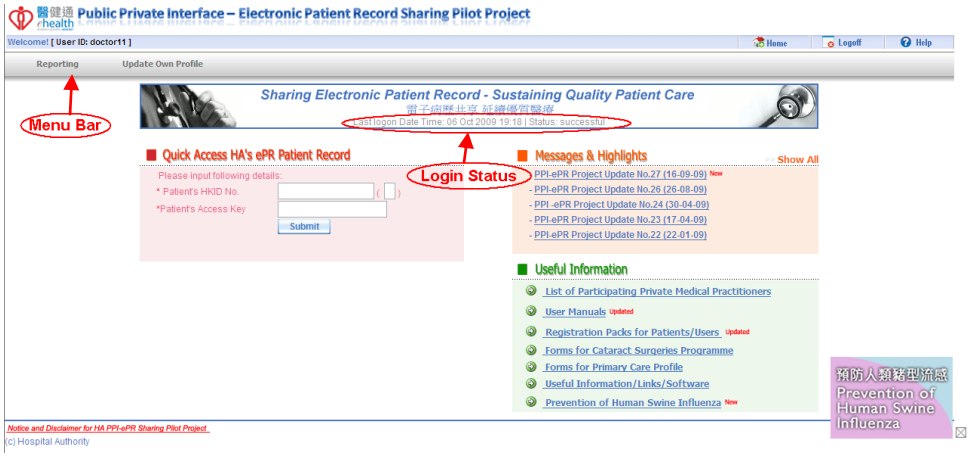

Public Private Interface – Electronic Patient Record Sharing Pilot Project
Change Password
Please provide your desired password for subsequent login.
New Password:
8 -12 characters and/or numbers exclude space/special characters.
Retype Password:
Submit
Reset

3.4.2 Login successful

1. On successful login, and successful change of password (when required), the following page will be displayed.


Public Private Interface – Electronic Patient Record Sharing Pilot Project
Welcome! [User ID: testing044] [Role: HCProf - Doctor]
Switch User
Home
Update Own Profile
Sharing Electronic Patient Record - Sustaining Quality Patient Care
電子病歷共享 延續優質醫療
Last logon Date Time: 14 Jun 2011 09:11 | Status: successful
Cataract Profile
Please input following details:
* Patient's HKID No.
Submit
Messages & Highlights
Show All
- PPI-ePR Project Update No.33 (31-03-10)
- PPI-ePR Project Update No.32 (24-03-10)
- PPI-ePR Project Update No.31 (15-03-10)
- PPI-ePR Project Update No.30 (04-03-10)
- PPI-ePR Project Update No.29 (13-11-09)
Quick Access HA's ePR Patient Record
Please input following details:
* Patient's HKID No.
*Patient's Access Key
Submit
Useful Information
List of Participating Private Medical Practitioners
User Manuals Updated
Registration Packs for Patients/Users Updated
Forms for Cataract Surgeries Programme Updated
Forms for Primary Care Profile
Useful Information/Links/Software
Prevention of Human Swine Influenza
Notice and Disclaimer for HA PPI-ePR Sharing Pilot Project
(c) Hospital Authority

2. Information on your last logon, including date, time and status (success/failure) will be displayed. You should check this information every time after you logon into the system to ensure that no unauthorised login attempts have been made using your User ID. If in doubt, you should contact your System Administrator or the Program Office for assistance.


Public Private Interface – Electronic Patient Record Sharing Pilot Project
Welcome! [User ID: doctor11]
Home
Logoff
Help
Reporting
Update Own Profile
Menu Bar
Sharing Electronic Patient Record - Sustaining Quality Patient Care
Last logon Date Time: 06 Oct 2009 19:18 | Status: successful
Login Status
Quick Access HA's ePR Patient Record
Please input following details:
* Patient's HKID No.
*Patient's Access Key
Submit
Messages & Highlights
Show All
PPI-ePR Project Update No.27 (16-09-09) New
PPI-ePR Project Update No.26 (26-08-09)
PPI-ePR Project Update No.24 (30-04-09)
PPI-ePR Project Update No.23 (17-04-09)
PPI-ePR Project Update No.22 (22-01-09)
Useful Information
List of Participating Private Medical Practitioners
User Manuals Updated
Registration Packs for Patients/Users Updated
Forms for Cataract Surgeries Programme
Forms for Primary Care Profile
Useful Information/Links/Software
Prevention of Human Swine Influenza New
預防人類豬型流感
Prevention of Human Swine Influenza
Notice and Disclaimer for HA PPI-ePR Sharing Pilot Project
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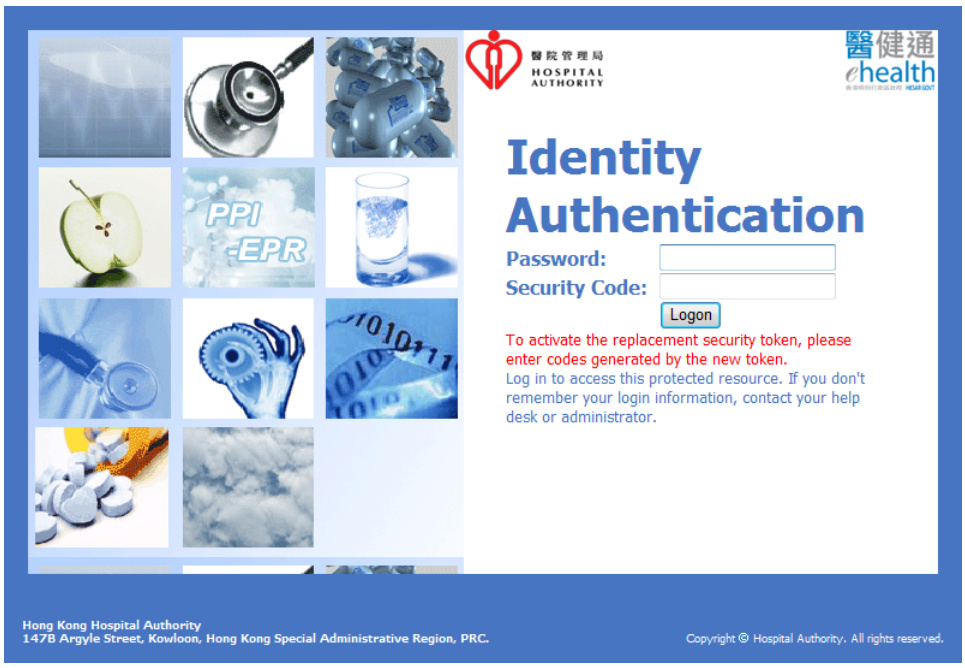
3. Functions which are available to you are displayed on the <Menu Bar>. There are a total of 6 groups of functions offered by the system:
   - Patient Data Enquiry
   - Patient Enrolment
   - Reporting
   - Account Management
   - Update Own Profile

   If you found that the functions displayed on your <Menu Bar> do not match your job duties, please contact your PPI-ePR system administrator or the Program Officer for support.

3.4.3 Login with Replacement Security Token (For users with security token)

1. For **non-HA users** or users accessing the system via the internet with replacement security token, the following login page will be displayed.


HOSPITAL AUTHORITY
醫健通 ehealth
Identity Authentication
Password:
Security Code:
Logon
To activate the replacement security token, please enter codes generated by the new token.
Log in to access this protected resource. If you don't remember your login information, contact your help desk or administrator.
PPI -EPR
Hong Kong Hospital Authority
147B Argyle Street, Kowloon, Hong Kong Special Administrative Region, PRC.
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2. If you have input a security code generated by replacement security token device, the following page will be displayed. You are required to input both the first 4 digit no. of your HKID (e.g. HKID:Z123456(7), input "1234") and the registered phone no to activate the account.

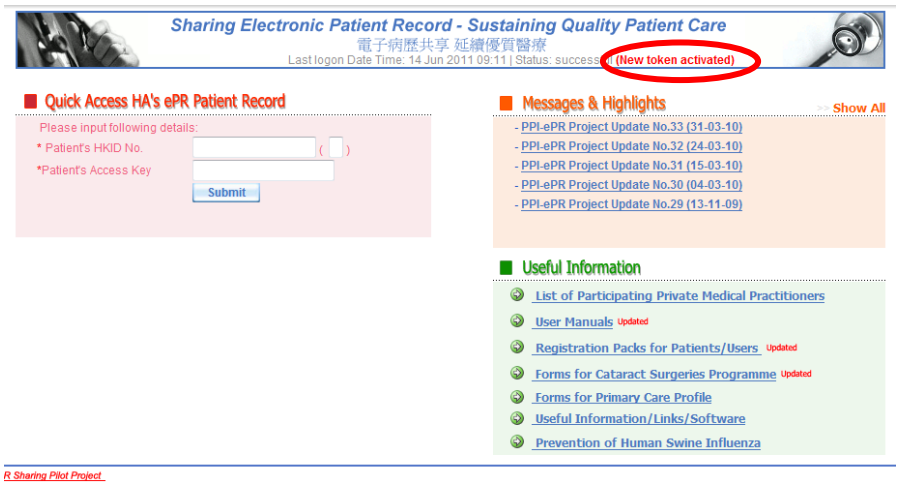
HOSPITAL AUTHORITY
醫健通 ehealth
Activation of New Security Token
To activate your new token, please input the following information
The first 4 digits no. of your HKID:
(e.g. HKID: A123456(7) input "1234")
Your registered phone no:
Activate Now
PPI -EPR

Notes :

- If the input security code was generated by original security token, you can login successfully with normal flow. The replacement security token will only activate after new security code has been input.

3. On successful login, the following page will be displayed with message

"New token activated". The activate process is completed and the original security token is no longer valid for login into PPI-ePR System.


Sharing Electronic Patient Record - Sustaining Quality Patient Care
電子病歷共享 延續優質醫療
Last logon Date Time: 14 Jun 2011 09:11 | Status: success (New token activated)
Quick Access HA's ePR Patient Record
Please input following details:
* Patient's HKID No.
*Patient's Access Key
Submit
Messages & Highlights
Show All
- PPI-ePR Project Update No.33 (31-03-10)
- PPI-ePR Project Update No.32 (24-03-10)
- PPI-ePR Project Update No.31 (15-03-10)
- PPI-ePR Project Update No.30 (04-03-10)
- PPI-ePR Project Update No.29 (13-11-09)
Useful Information
List of Participating Private Medical Practitioners
User Manuals Updated
Registration Packs for Patients/Users Updated
Forms for Cataract Surgeries Programme Updated
Forms for Primary Care Profile
Useful Information/Links/Software
Prevention of Human Swine Influenza
R Sharing Pilot Project

3.4.4 Login Failure and Automatic Lock-out

If you have input an incorrect User ID and / or Password and / or Security Code, the following Page will be displayed. Please be aware that after a number of incorrect attempts to log on, we **disable online access** by your User Account. Please contact your PPI-ePR system administrator or the Program Office to re-activate your account.

Public-Private Interface - Electronic Patient Record Sharing Pilot Project
公私營醫療合作 - 醫療病歷互聯試驗計劃
Login Fail
Owing to invalid account information, your instruction cannot be processed.
Possible Cause(s):
Please check if you have entered:
- Incorrect User ID;or
- Incorrect Password;or
- Incorrect Security Code
Or, your account have been suspended.
Possible Solution(s):
- Please check the information entered and see if you can continue your instruction. Otherwise, please call our hotline for assistance:
Hospital Authority PPI-ePR Program Office 2300-6654
OK
HOSPITAL AUTHORITY
醫健通 ehealth
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Hong Kong Hospital Authority
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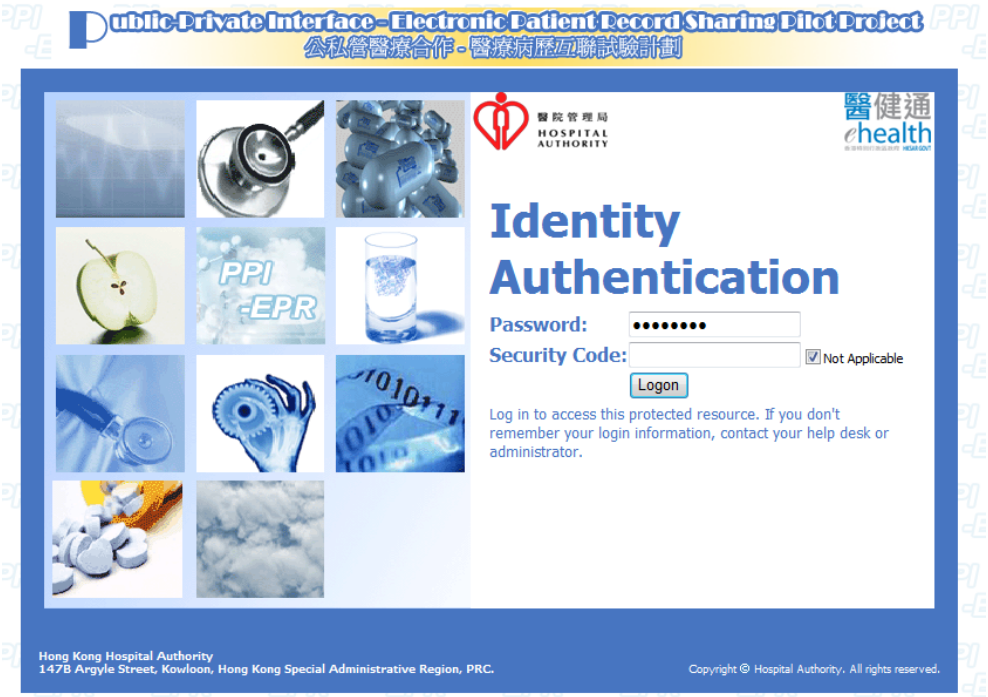
3.4.5 Login through internal site (For users with security token)

If you have both Internal and External roles, you still can use internal site for accessing the account. After entering the User ID and click <Continue>, there

is a check box "Not Applicable" next to Security Code Text box. If user just want to use internal roles, the user can check the check box "Not Applicable" and just fill in the Password and click <Logon> button to login the system. Be reminded that the user can only use the **Internal Roles** by using this login method. If you want to use the external roles, just fill in the Security Code and unchecked the check box "Not Applicable".


Public-Private Interface - Electronic Patient Record Sharing Pilot Project
公私營醫療合作 - 醫療病歷互聯試驗計劃
HOSPITAL AUTHORITY
醫健通 ehealth
Identity Authentication
Password:
Security Code:
Not Applicable
Logon
Log in to access this protected resource. If you don't remember your login information, contact your help desk or administrator.
PPI -EPR
Hong Kong Hospital Authority
147B Argyle Street, Kowloon, Hong Kong Special Administrative Region, PRC.
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3.5 Logout PPI-ePR System

To logout from the system, click the <Logout> icon

on the menu bar.

If you have entered the Primary Care Profile (PCP), Cataract Profile, Haemodialysis Public-Private Partnership Programme(HD PPP), Patient Empowerment Profile (PEP), Shared Care Profile (SCP) or ePR system, you can logout the system by clicking at the <Logoff> icon

.

Notes:

- Remember to logout the system when you finish working with the system. Forgetting to logout the system may lead to your User ID being used to retrieve confidential information by unauthorised person.
- The system will automatically log you off if your account remains inactive within the system after a period of time. You will be required to login again after your session has been '**timed-out**'.
- It is a good practice that you should close a patient's record immediately after your encounter with the patient. This will avoid the patient's record being viewed by another patient or staff member.

3.6 Return To Main Menu

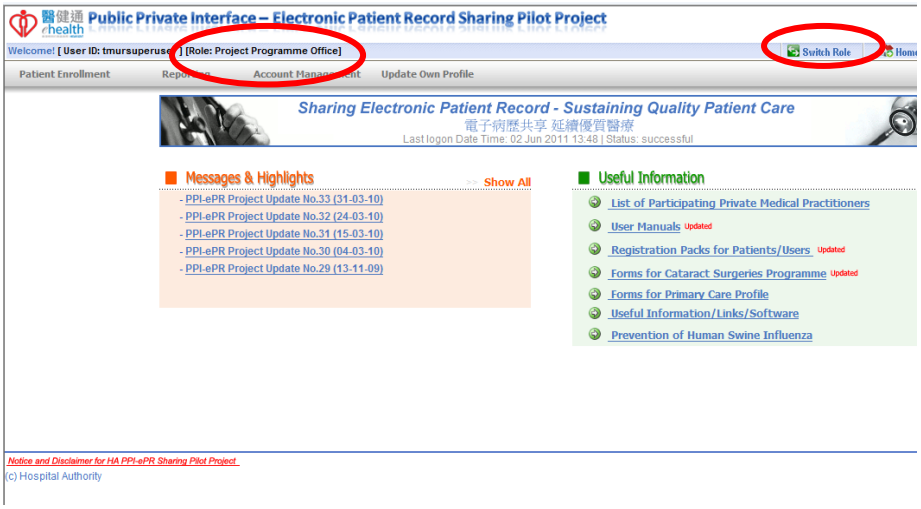
To return to the main page from any functions within the system, click the <Home> icon on the menu bar.

If you have entered the Primary Care Profile (PCP), Cataract Profile, Haemodialysis Public-Private Partnership Programme(HD PPP), Patient Empowerment Profile (PEP), Shared Care Profile (SCP) or ePR system, you can return to the main page by clicking at the <Close> icon .

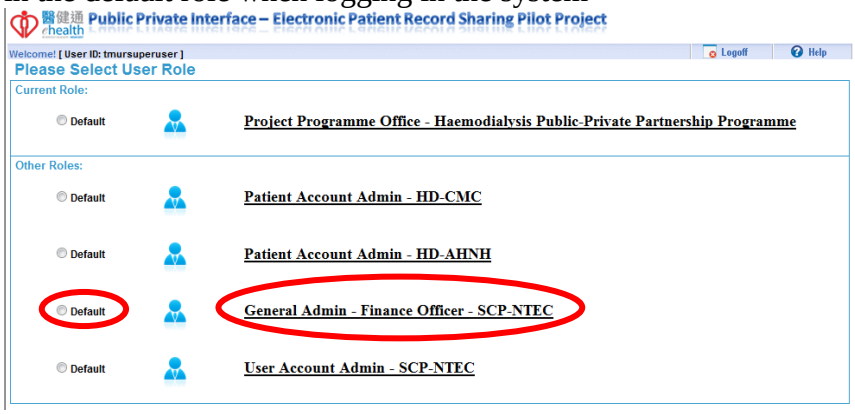
3.7 Switch Role

By using the switch role function, the user can switch the log-in role to the selected role.

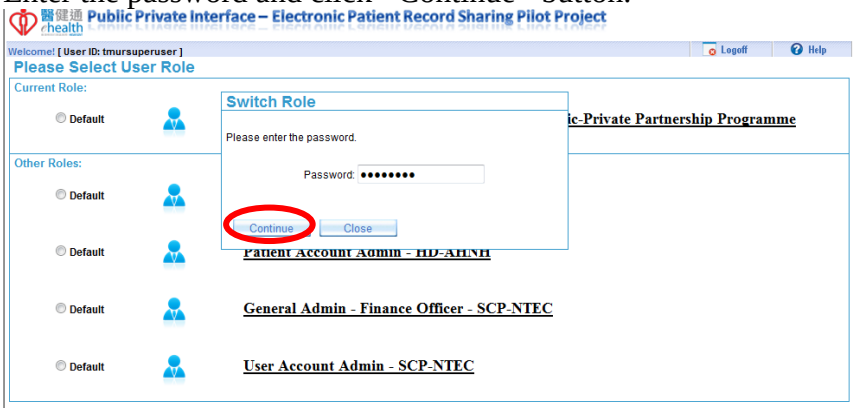
1. You can see the current role on the left hand side of the header menu bar. Click the <Switch Role> button on the menu bar.


Public Private Interface – Electronic Patient Record Sharing Pilot Project
[Role: Project Programme Office]
Switch Role
Patient Enrollment
Update Own Profile
Sharing Electronic Patient Record - Sustaining Quality Patient Care
電子病歷共享 延續優質醫療
Messages & Highlights
Show All
PPI-ePR Project Update No.33 (31-03-10)
PPI-ePR Project Update No.32 (24-03-10)
PPI-ePR Project Update No.31 (15-03-10)
PPI-ePR Project Update No.30 (04-03-10)
PPI-ePR Project Update No.29 (13-11-09)
Useful Information
List of Participating Private Medical Practitioners
User Manuals
Registration Packs for Patients/Users
Forms for Cataract Surgeries Programme
Forms for Primary Care Profile
Useful Information/Links/Software
Prevention of Human Swine Influenza
Notice and Disclaimer for HA PPI-ePR Sharing Pilot Project
(c) Hospital Authority

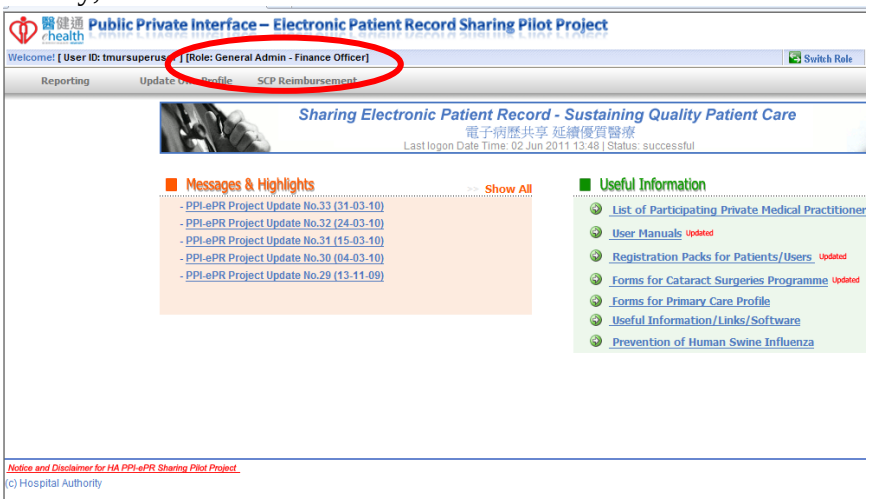
2. Click on the link of the role that you would like to change.
   You can check the "Default" check boxes next to the roles for setting the default role. Once the default role is set, the system will automatically log in the default role when logging in the system



3. Enter the password and click <Continue> button.



4. Finally, the role is switched to the selected role.

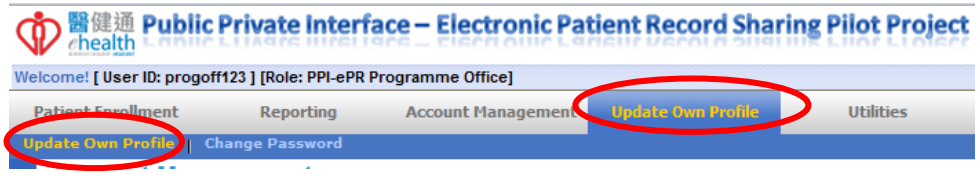

Public Private Interface – Electronic Patient Record Sharing Pilot Project
Welcome! [User ID: tmursuperus] [Role: General Admin - Finance Officer]
Switch Role
Reporting
SCP Reimbursement
Sharing Electronic Patient Record - Sustaining Quality Patient Care
電子病歷共享 延續優質醫療
Last logon Date Time: 02 Jun 2011 13:48 | Status: successful
Messages & Highlights
>> Show All
- PPI-ePR Project Update No.33 (31-03-10)
- PPI-ePR Project Update No.32 (24-03-10)
- PPI-ePR Project Update No.31 (15-03-10)
- PPI-ePR Project Update No.30 (04-03-10)
- PPI-ePR Project Update No.29 (13-11-09)
Useful Information
List of Participating Private Medical Practitioner
User Manuals Updated
Registration Packs for Patients/Users Updated
Forms for Cataract Surgeries Programme Updated
Forms for Primary Care Profile
Useful Information/Links/Software
Prevention of Human Swine Influenza
Notice and Disclaimer for HA PPI-ePR Sharing Pilot Project
(c) Hospital Authority

4.Update Own Profile and Password

4.1 Update Own Profile

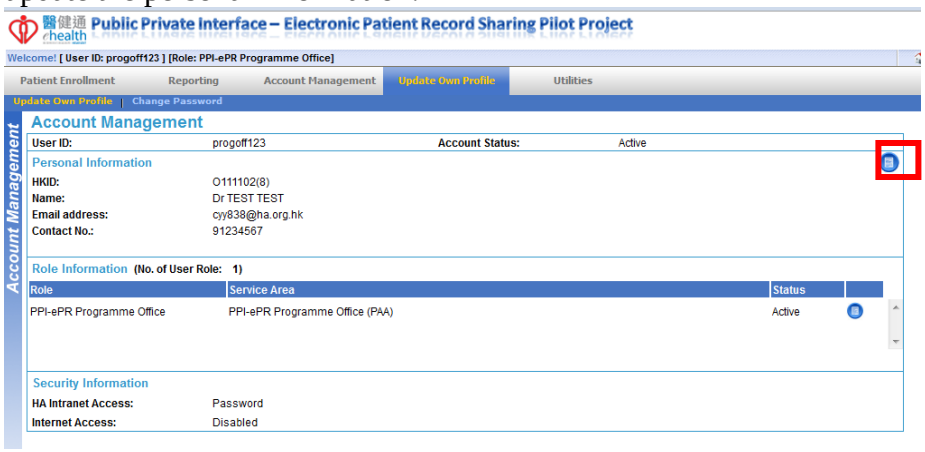
All users have permission to update their own information. Follow the steps below to update your own profile.

1. Click <Update Own Profile> on the Menu Bar, then click <Update Own Profile> on Sub-menu Bar.

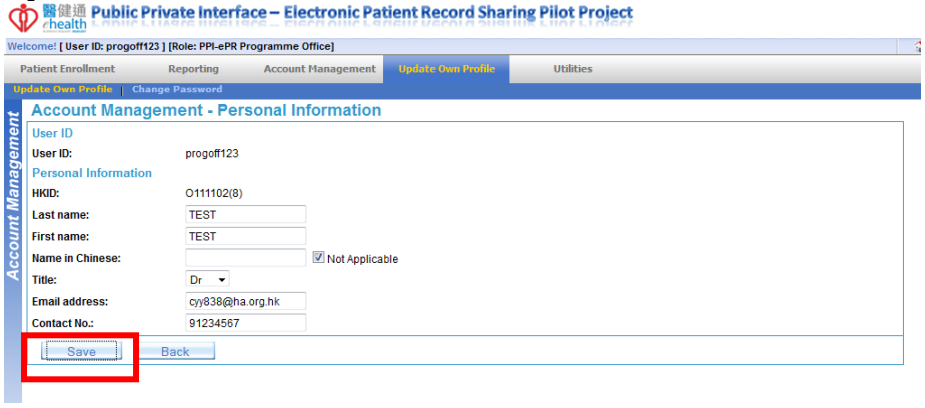


4.1.1 Update Personal Information

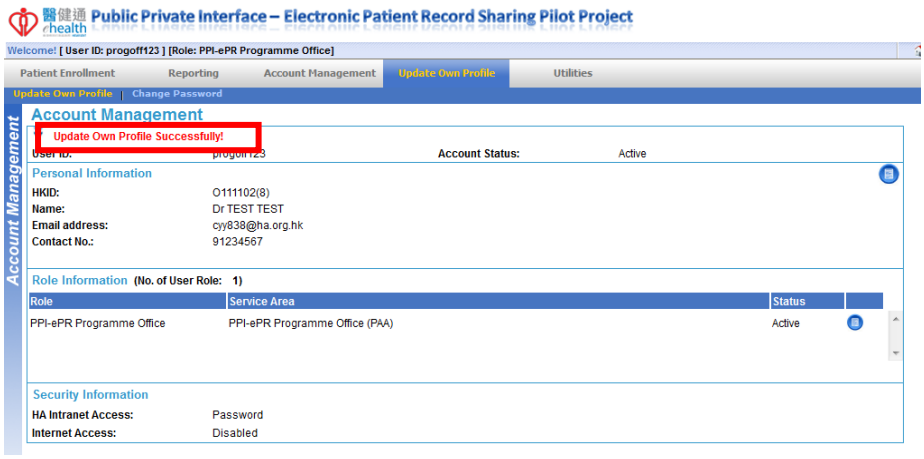
1. Click the right top corner icon on the Personal Information Section to update the personal information.



2. Update the Information and Click <Save> button.

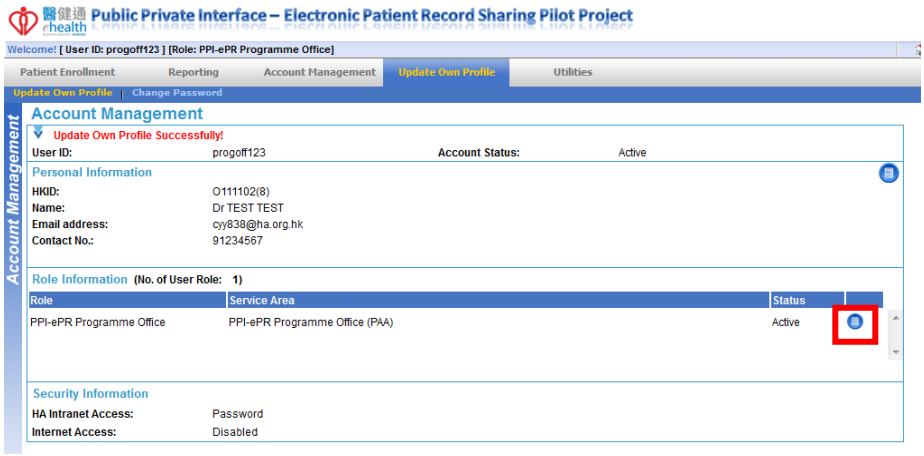


3. The Personal Information is updated.

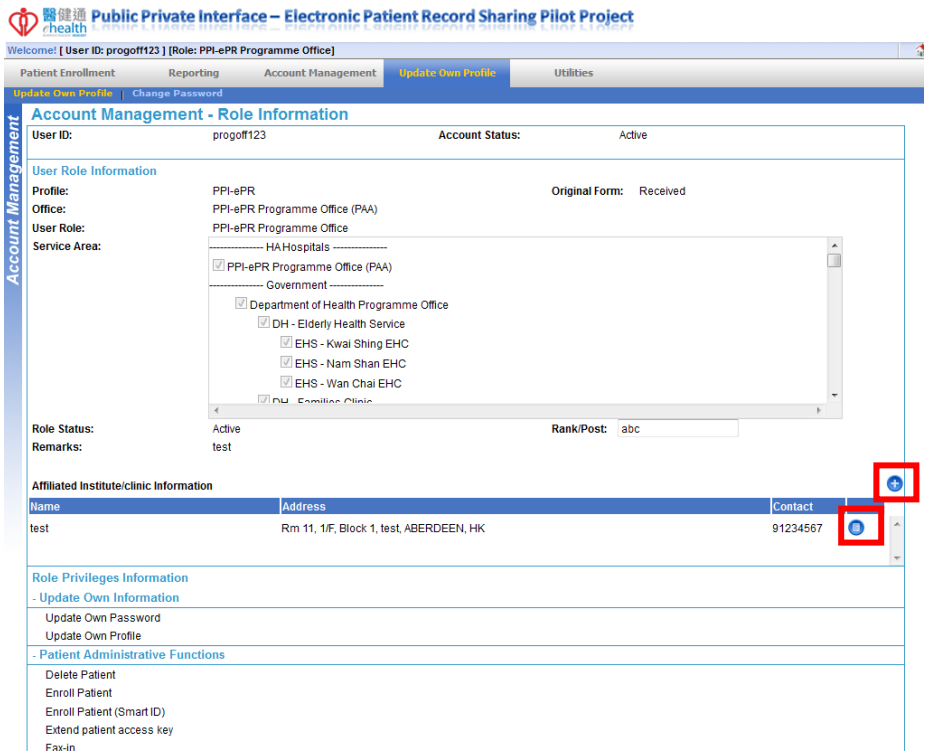


4.1.2 Update Role Information

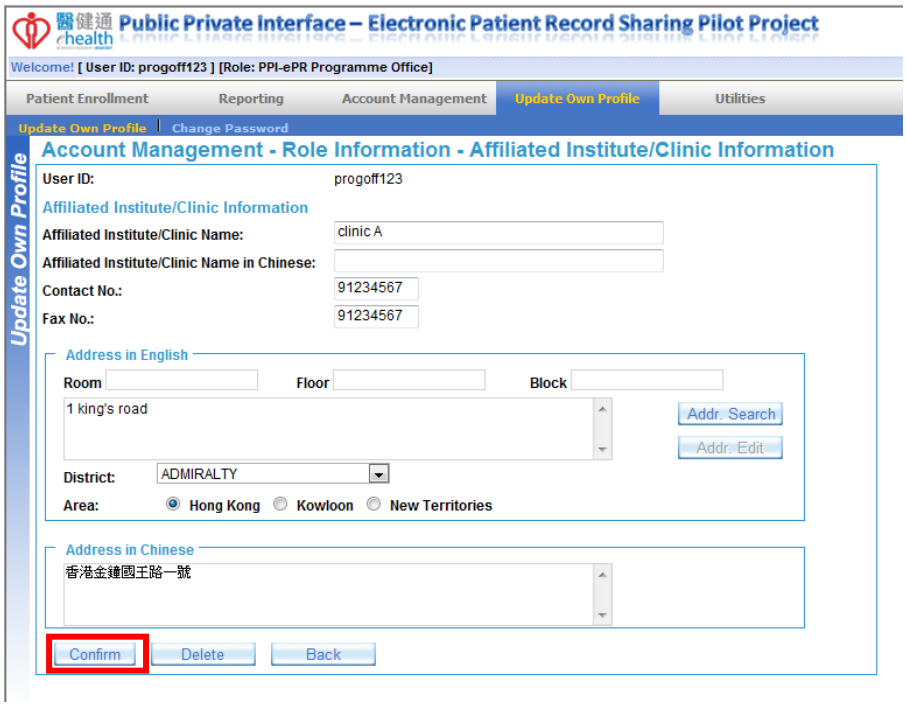
1. Click the icon besides the role you would like to edit



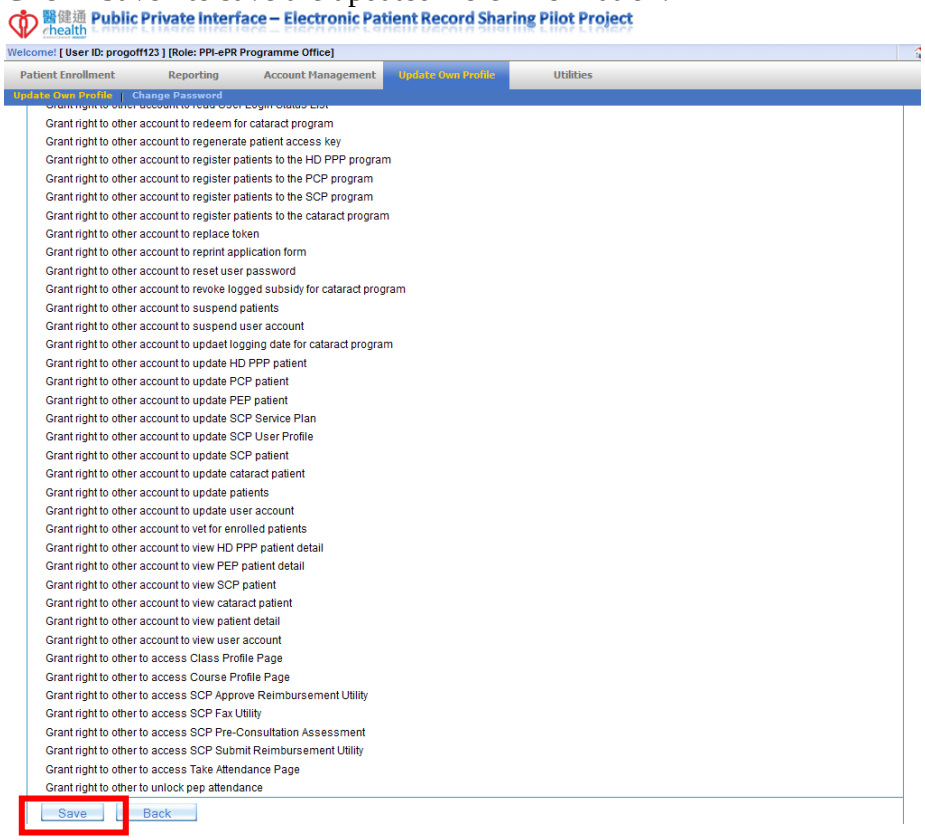
2. Update the Role Information. You can add or update the Institute Information by clicking the <add> or <edit> button in the Institute/clinic Information Section.



3. Fill in the Institution Information Form.
Click <Confirm> button to save the changes.
Click <Delete> button to delete the institutes.
Click <Back> button to decline the changes.



4. Click <Save> to save the updated Role Information.


Public Private Interface – Electronic Patient Record Sharing Pilot Project
Welcome! [User ID: progoff123] [Role: PPI-ePR Programme Office]
Patient Enrollment
Reporting
Account Management
Update Own Profile
Utilities
Update Own Profile | Change Password
Grant right to other account to redeem for cataract program
Grant right to other account to regenerate patient access key
Grant right to other account to register patients to the HD PPP program
Grant right to other account to register patients to the PCP program
Grant right to other account to register patients to the SCP program
Grant right to other account to register patients to the cataract program
Grant right to other account to replace token
Grant right to other account to reprint application form
Grant right to other account to reset user password
Grant right to other account to revoke logged subsidy for cataract program
Grant right to other account to suspend patients
Grant right to other account to suspend user account
Grant right to other account to updaet logging date for cataract program
Grant right to other account to update HD PPP patient
Grant right to other account to update PCP patient
Grant right to other account to update PEP patient
Grant right to other account to update SCP Service Plan
Grant right to other account to update SCP User Profile
Grant right to other account to update SCP patient
Grant right to other account to update cataract patient
Grant right to other account to update patients
Grant right to other account to update user account
Grant right to other account to vet for enrolled patients
Grant right to other account to view HD PPP patient detail
Grant right to other account to view PEP patient detail
Grant right to other account to view SCP patient
Grant right to other account to view cataract patient
Grant right to other account to view patient detail
Grant right to other account to view user account
Grant right to other to access Class Profile Page
Grant right to other to access Course Profile Page
Grant right to other to access SCP Approve Reimbursement Utility
Grant right to other to access SCP Fax Utility
Grant right to other to access SCP Pre-Consultation Assessment
Grant right to other to access SCP Submit Reimbursement Utility
Grant right to other to access Take Attendance Page
Grant right to other to unlock pep attendance
Save
Back

4.2 Change Your Own Password

1. Click <Update Own Profile> on the Menu Bar, then click <Change Password> on the Sub-menu Bar

2. Enter the old password and enter the new password twice and press <Save> button.

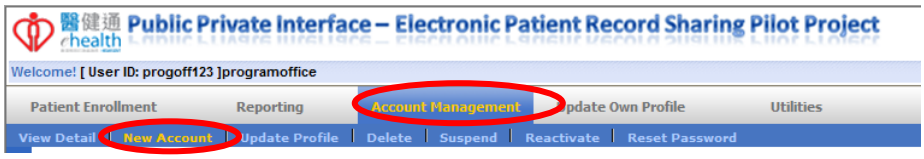
Notes

- Please refer to 'System requirements on Password Maintenance' in the Chapter on 'Security Information and Guide to User Login' for guidelines on Password maintenance.

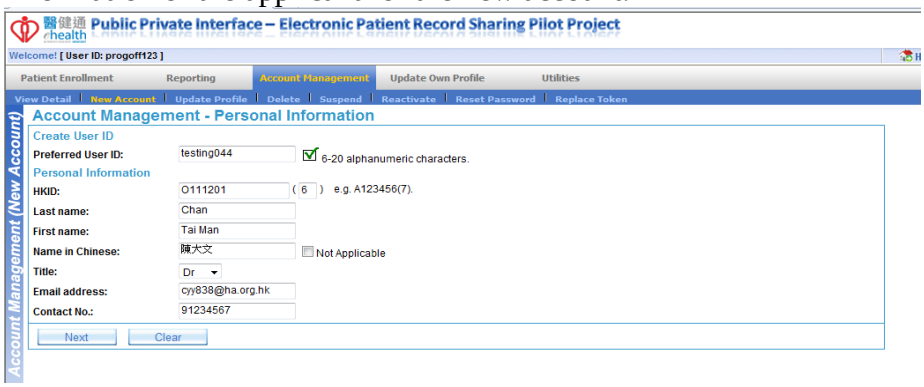
5.Account Management

5.1 Create New Account

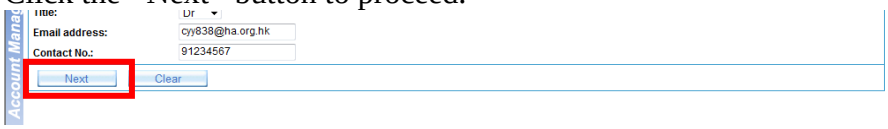
1. To create a new account, click <Account Management> on the Menu Bar and then click <New Account> on the Sub-menu Bar.



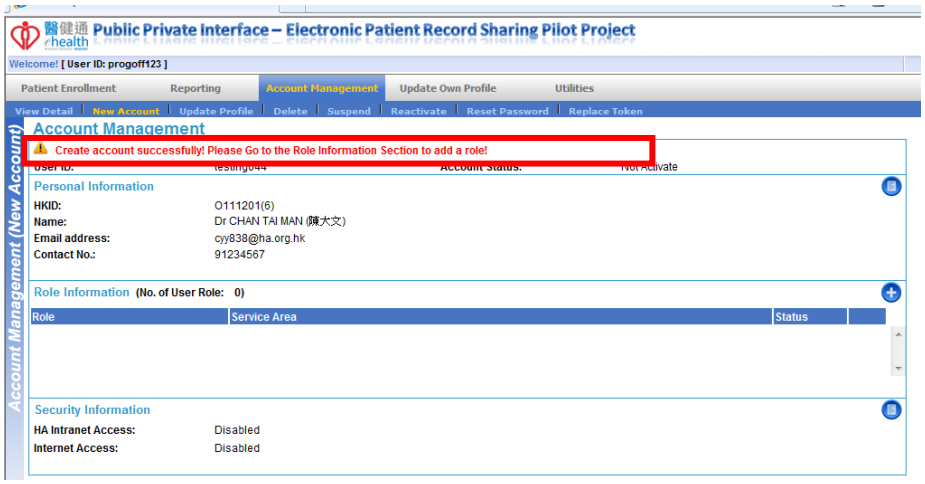
2. Enter the preferred Login ID (User ID) for the new account. Since the Login ID must be unique for each user, the entered Login ID will be rejected if it is already in use in the system. And fill in the personal information of the applicant for the new account.



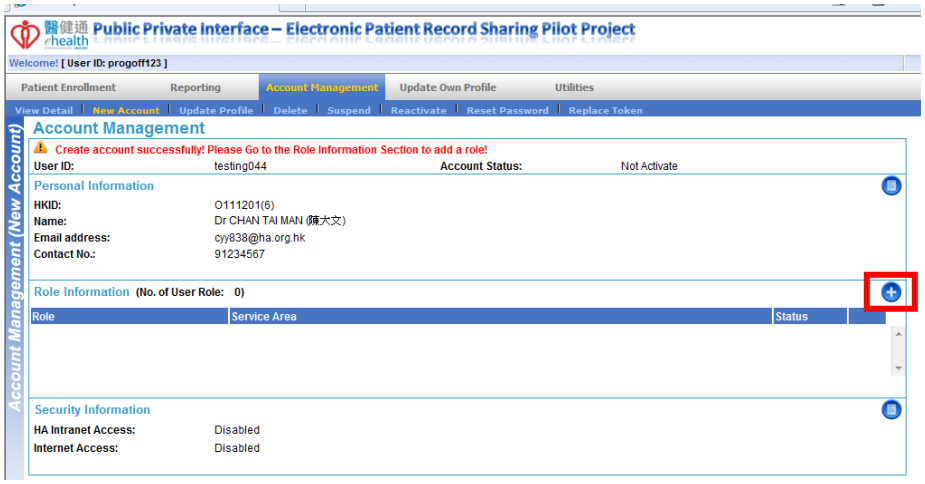
3. Click the <Next> button to proceed.



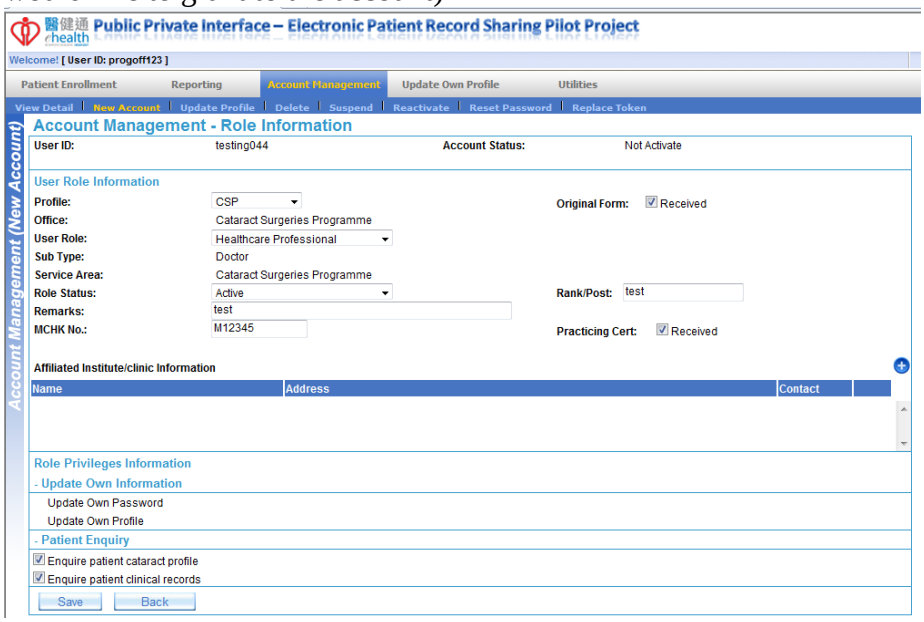
4. Follow the guideline to add the role and security information for the new account.


Public Private Interface – Electronic Patient Record Sharing Pilot Project
Welcome! [User ID: progoff123]
Patient Enrollment
Reporting
Account Management
Update Own Profile
Utilities
View Detail | New Account | Update Profile | Delete | Suspend | Reactivate | Reset Password | Replace Token
Account Management (New Account)
Account Management
Create account successfully! Please Go to the Role Information Section to add a role!
Personal Information
HKID: O111201(6)
Name: Dr CHAN TAI MAN (陳大文)
Email address: cjy838@ha.org.hk
Contact No.: 91234567
Role Information (No. of User Role: 0)
Role
Service Area
Status
Security Information
HA Intranet Access: Disabled
Internet Access: Disabled

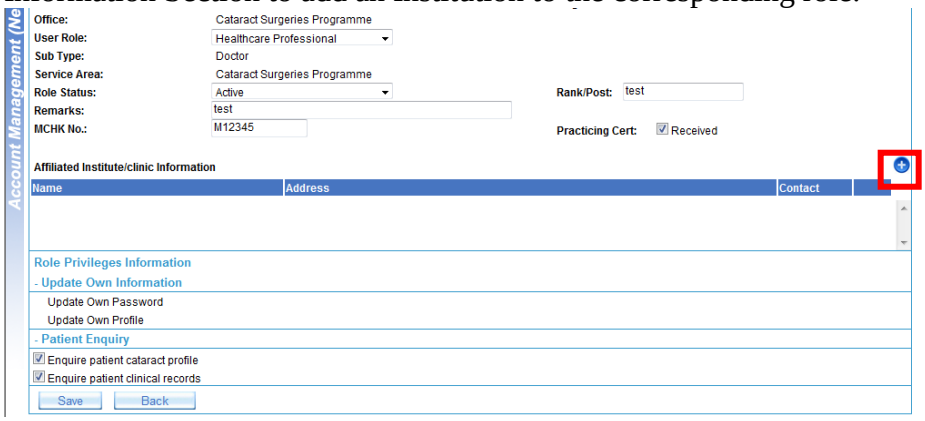
5. Click the icon the Right Top Corner of the Role Information Section to add a new role.


Public Private Interface – Electronic Patient Record Sharing Pilot Project
Welcome! [User ID: progoff123]
Patient Enrollment
Reporting
Account Management
Update Own Profile
Utilities
View Detail | New Account | Update Profile | Delete | Suspend | Reactivate | Reset Password | Replace Token
Account Management (New Account)
Account Management
Create account successfully! Please Go to the Role Information Section to add a role!
User ID: testing044
Account Status: Not Activate
Personal Information
HKID: O111201(6)
Name: Dr CHAN TAI MAN (陳大文)
Email address: cjy838@ha.org.hk
Contact No.: 91234567
Role Information (No. of User Role: 0)
Role
Service Area
Status
Security Information
HA Intranet Access: Disabled
Internet Access: Disabled

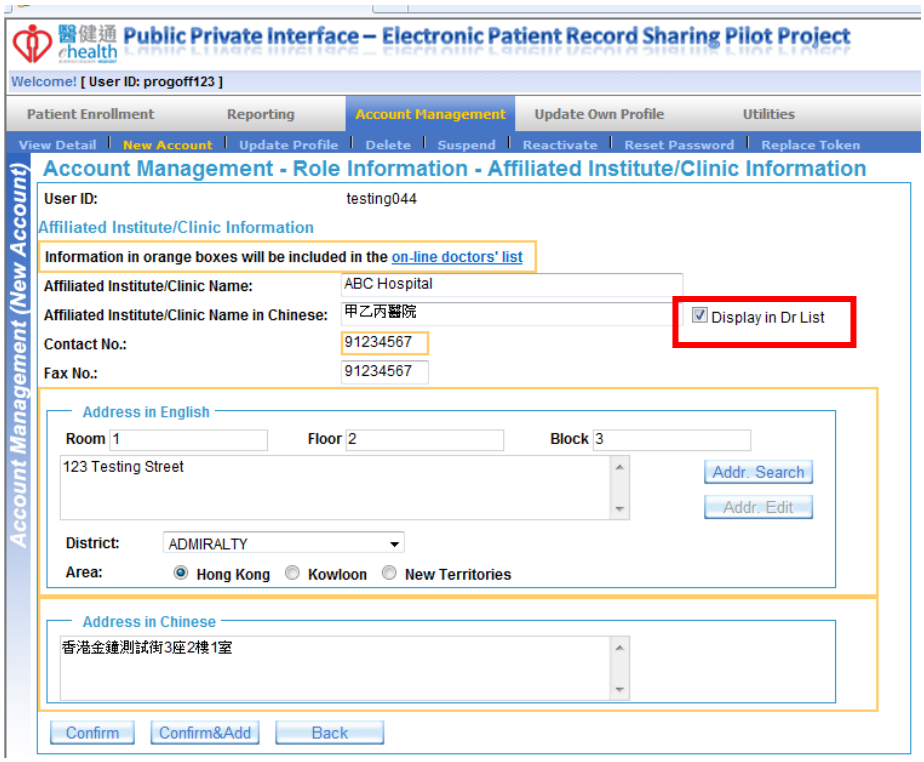
6. Follow the Form Sequence to fill in the Role Information. (Profile → Office → User Role → Sub Type [Note that there may be no subtype for some role] → Service Area) and all other information (Form received, Rank, MCHK No, Practicing Cert Received, and choose the functions you would like to grant to the account)



7. After filling the Role Information, Click the ⊕ icon on the Institute/clinic Information Section to add an Institution to the corresponding role.

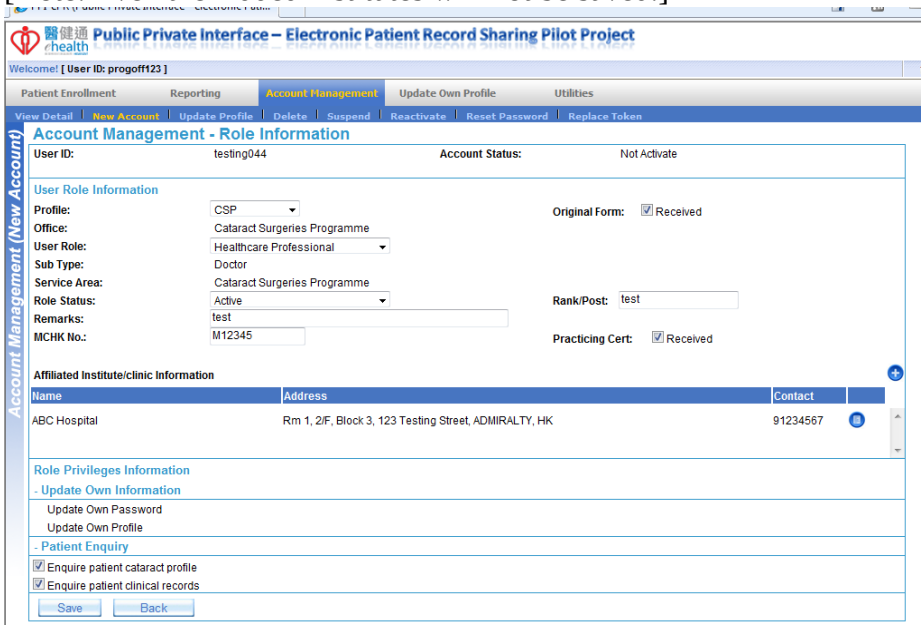


8. Fill in the Institution Information Form. For the HCP-Doctor Role, you can click the <Display in Dr List> check box to show the information on the Online Dr List.

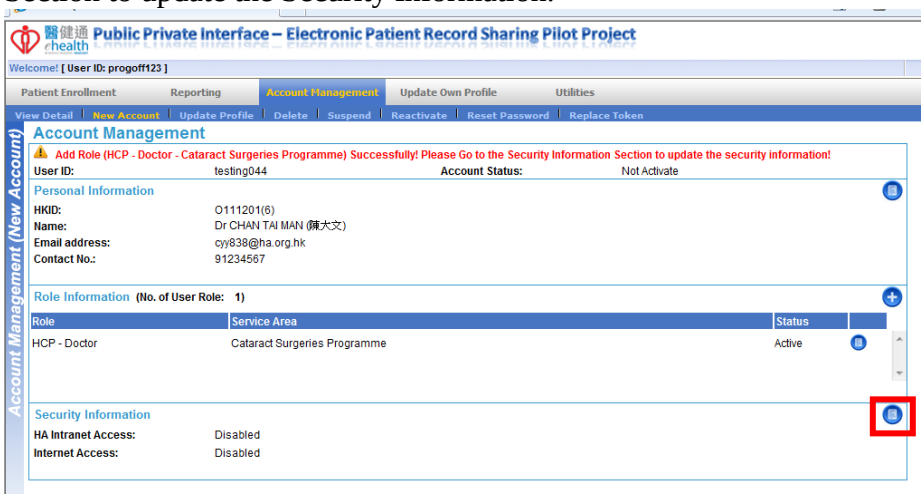


9. For entering of address, you can either enter address in free text form, or in structured form. To enter address in structured form, click at the button <Addr. Search> to invoke the address searching function. Click at the button <Addr. Edit> to cancel structured address and enter address in free text form.
   Click <Back> to return to the Role Information page without saving.
   Click <Confirm> to store the Institution Information and back to the Role Information page.
   Click <Confirm & Add> to store the Institution Information and redirect to the blank Institution form to add another Institute.

10. After Adding the Institute, the information is shown on the institute/clinic information section.
    Click <Save> to save the Role Information.
    Click <Back> to return to the Account Management Page without saving. [Note: Even the Added Institutes will not be saved.]



11. Click the icon on the Right Top Corner of the Security Information Section to update the Security Information.

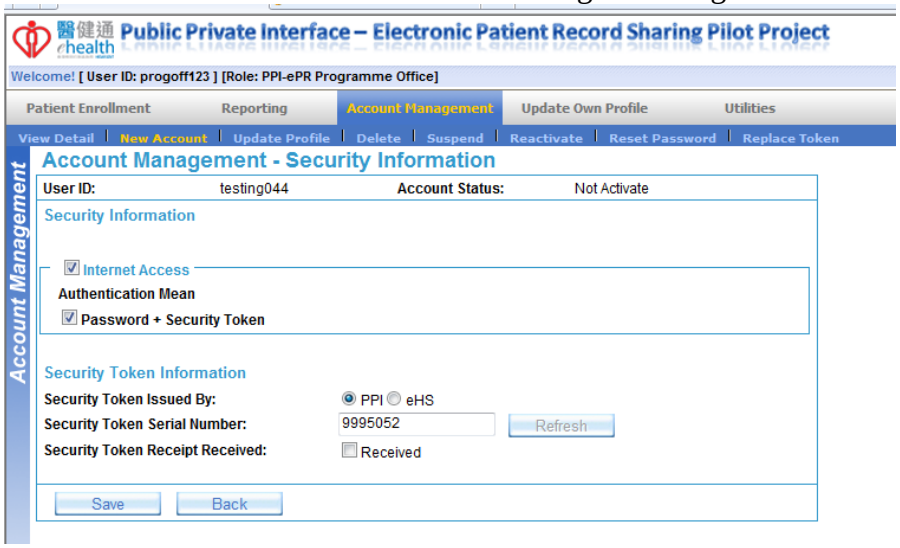

Public Private Interface – Electronic Patient Record Sharing Pilot Project
Welcome! [User ID: progoff123]
Patient Enrollment
Reporting
Account Management
Update Own Profile
Utilities
View Detail | New Account | Update Profile | Delete | Suspend | Reactivate | Reset Password | Replace Token
Account Management (New Account)
Account Management
Add Role (HCP - Doctor - Cataract Surgeries Programme) Successfully! Please Go to the Security Information Section to update the security information!
User ID: testing044
Account Status: Not Activate
Personal Information
HKID: O111201(6)
Name: Dr CHAN TAI MAN (陳大文)
Email address: cyy838@ha.org.hk
Contact No.: 91234567
Role Information (No. of User Role: 1)
Role
Service Area
Status
HCP - Doctor
Cataract Surgeries Programme
Active
Security Information
HA Intranet Access: Disabled
Internet Access: Disabled

12. Choose the Access Method (Internet/Intranet) and the Authentication Mean (Password/ Password + Security Token). [Note: Depends on the roles created, different Access Method and Authentication Mean are shown]
    Fill in the Token Information when selecting the Security Token as the Authentication Mean. [Note: Only one token is required for each user]

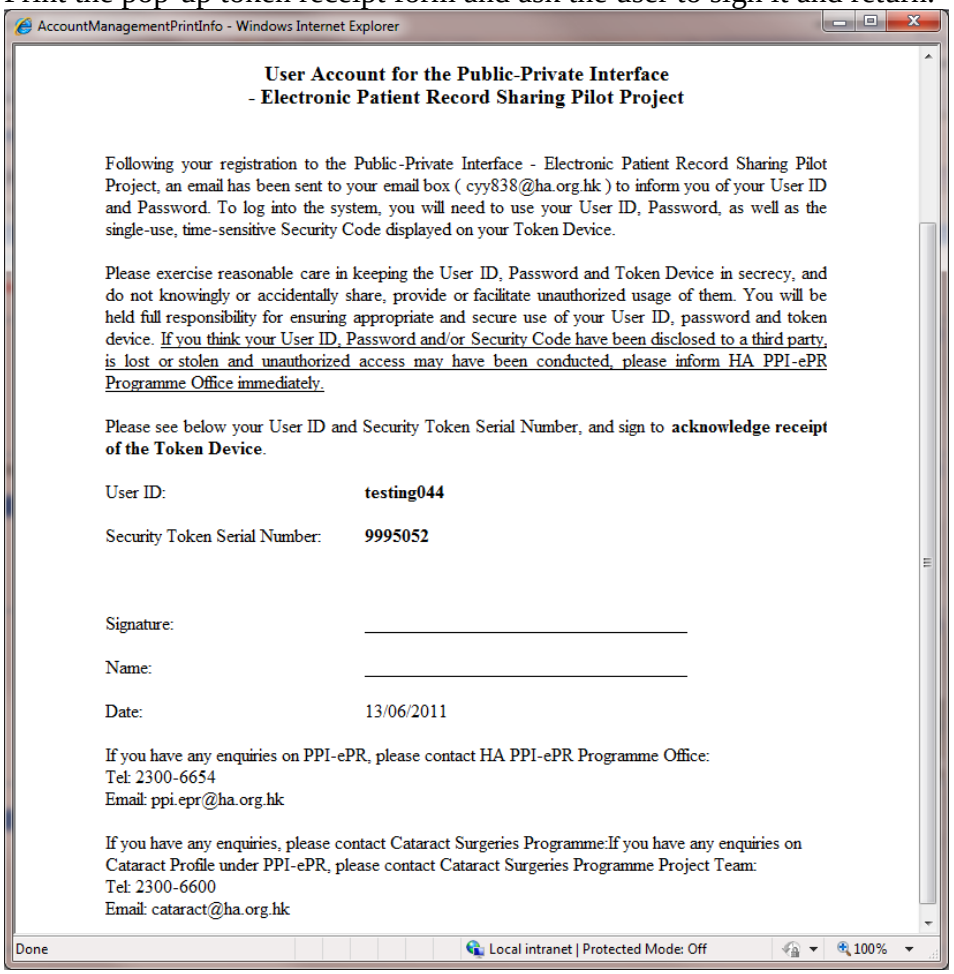
    Enter the Security Token Information as appropriate. Currently, it is required for non-HA user accounts.

    a. For Security Token issued by PPI, select the radio button PPI in the Security Token Issued By field, and enter the Security Token Serial Number.
    b. If the user has already enrolled in the Hong Kong Government's eHealth System (eHS) and would like to use the same security token issued by eHS to access both PPI-ePR and eHS, select the radio button eHS in the Security Token Issued By field. After that, it will take several seconds for the system to try retrieving the Security Token Serial Number from eHS. If the Security Token Serial Number can be retrieved, the field Security Token Serial Number will be filled in, otherwise it will be left empty. Users can also click the Refresh button to try retrieving the Security Token Serial Number again. Users can proceed to finish the account creating process even if the Security Token Serial Number cannot be retrieved currently.
       For those Security Token Serial Numbers that cannot be retrieved currently, there will be an automatic process to try retrieving the Security Token Serial Number again each day. Once the Security Token Serial Number is retrieved successfully, the user account will be activated with email notification sent to users automatically.

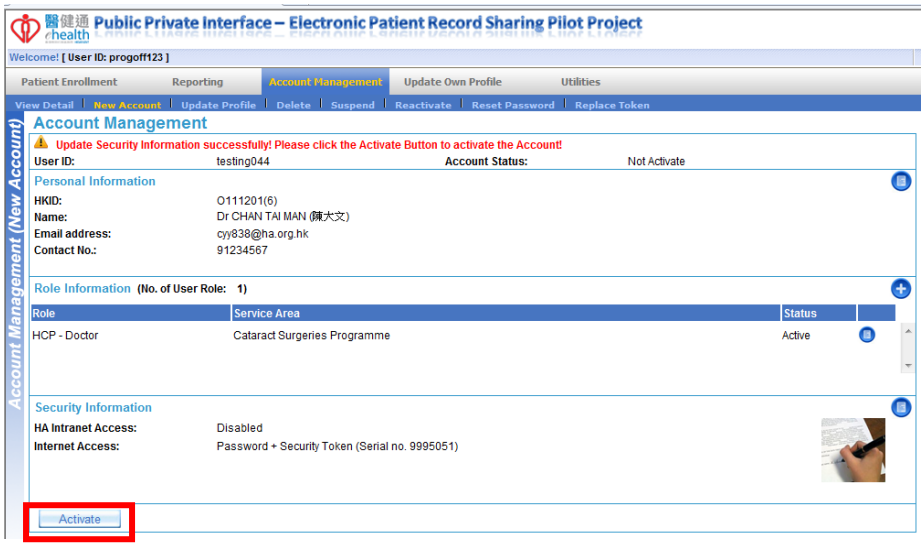
Click <Save> to save the Security Information.
Click <Back> to return to the Account Management Page without saving



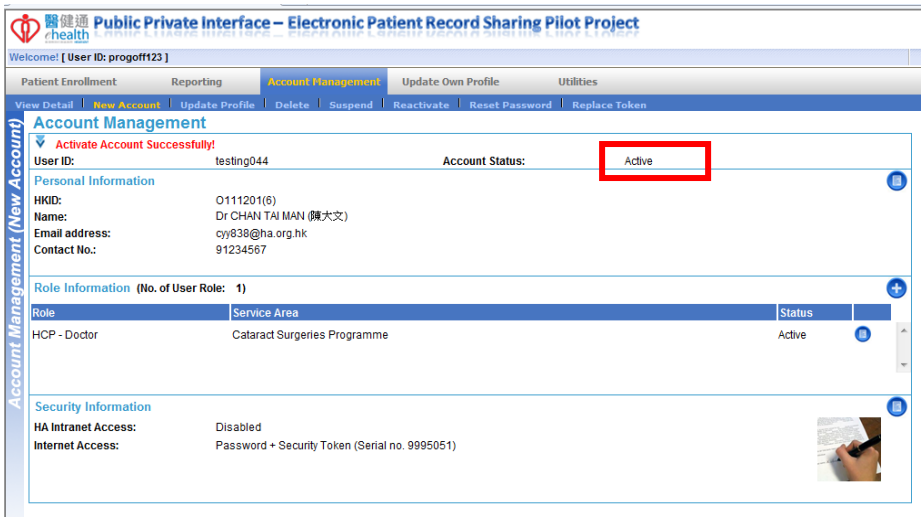
13. Print the pop-up token receipt form and ask the user to sign it and return.


AccountManagementPrintInfo - Windows Internet Explorer
User Account for the Public-Private Interface
- Electronic Patient Record Sharing Pilot Project
Following your registration to the Public-Private Interface - Electronic Patient Record Sharing Pilot Project, an email has been sent to your email box (cyy838@ha.org.hk) to inform you of your User ID and Password. To log into the system, you will need to use your User ID, Password, as well as the single-use, time-sensitive Security Code displayed on your Token Device.
Please exercise reasonable care in keeping the User ID, Password and Token Device in secrecy, and do not knowingly or accidentally share, provide or facilitate unauthorized usage of them. You will be held full responsibility for ensuring appropriate and secure use of your User ID, password and token device. If you think your User ID, Password and/or Security Code have been disclosed to a third party, is lost or stolen and unauthorized access may have been conducted, please inform HA PPI-ePR Programme Office immediately.
Please see below your User ID and Security Token Serial Number, and sign to acknowledge receipt of the Token Device.
User ID: testing044
Security Token Serial Number: 9995052
Signature:
Name:
Date: 13/06/2011
If you have any enquiries on PPI-ePR, please contact HA PPI-ePR Programme Office:
Tel: 2300-6654
Email: ppi.epr@ha.org.hk
If you have any enquiries, please contact Cataract Surgeries Programme:If you have any enquiries on Cataract Profile under PPI-ePR, please contact Cataract Surgeries Programme Project Team:
Tel: 2300-6600
Email: cataract@ha.org.hk
Done
Local intranet | Protected Mode: Off
100%

14. Click <Activate> to activate the account.



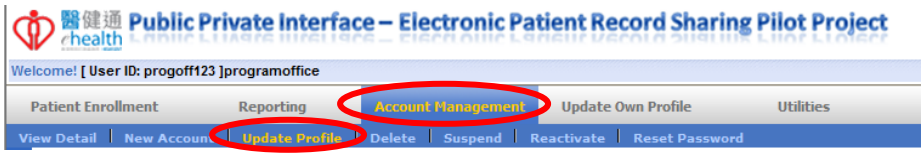
15. After activating the account, the account status is changed from "Not Activate" to "Active" and the account is created



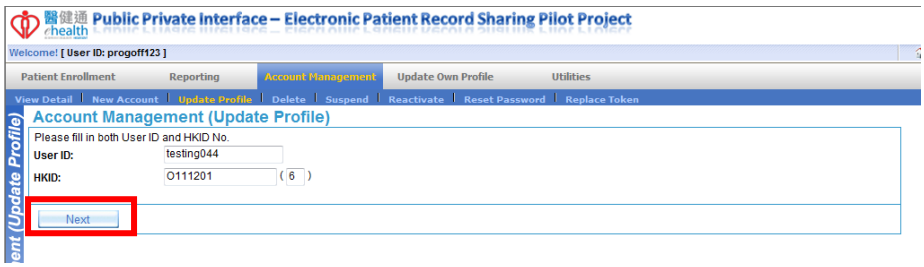
16. Please remember that you should submit the relevant document to respective System Administrators / Project Programme Office within **2 months** after account creation. Otherwise, the role or account will be auto-suspended

5.2 Amend Account Details

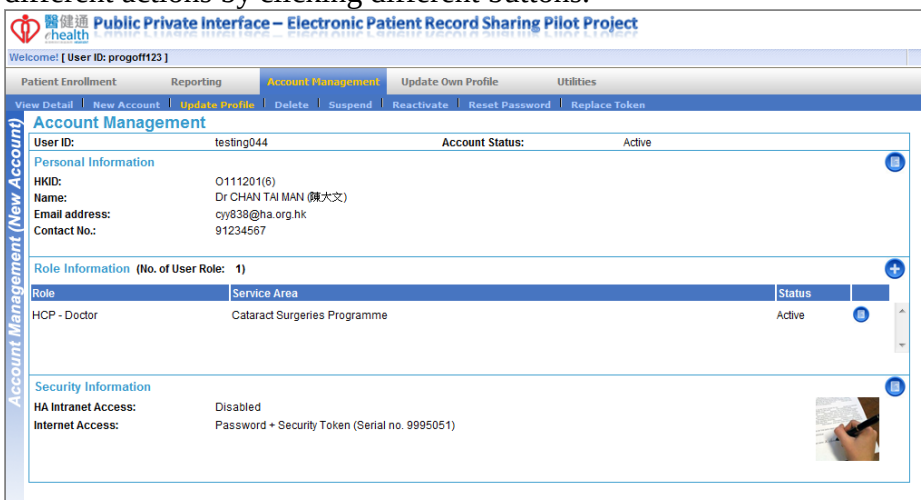
1. To amend the information of an existing account, click <Account Management> on the Menu Bar and then click <Update Profile> on the Sub-menu Bar.



2. Enter the Login ID and HKID number of the account to be amended. Then, click <Next> button.

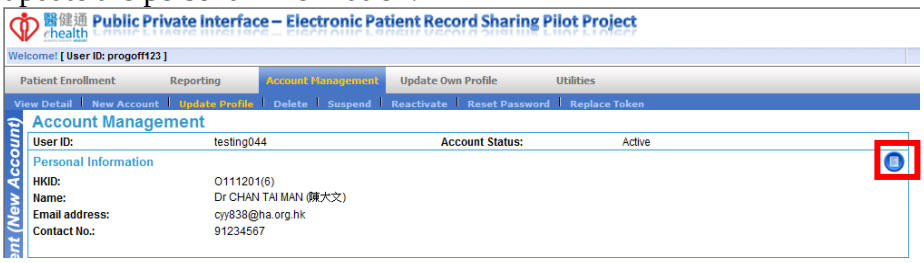


3. Account Summary Information is displayed by three sections (Personal Information, Role Information and Security Information). You can perform different actions by clicking different buttons.

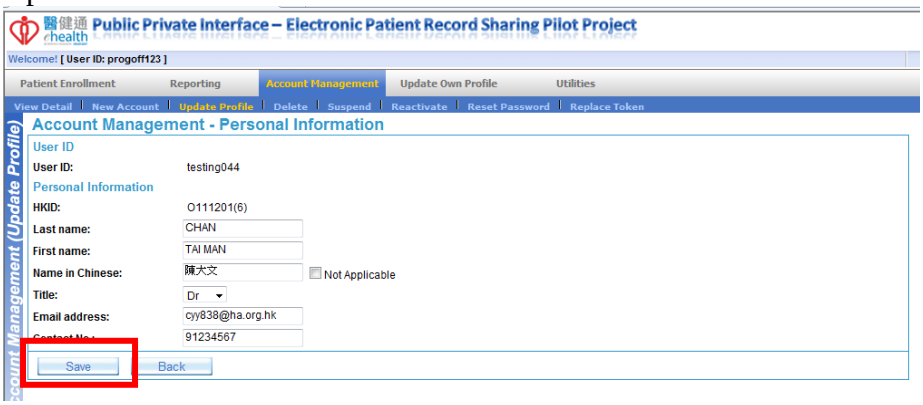


5.2.1 Update Personal Information

4. Click the right top corner icon on the Personal Information Section to update the personal information.


Public Private Interface – Electronic Patient Record Sharing Pilot Project
Welcome! [User ID: progoff123]
Patient Enrollment
Reporting
Account Management
Update Own Profile
Utilities
View Detail | New Account | Update Profile | Delete | Suspend | Reactivate | Reset Password | Replace Token
Account Management
User ID: testing044
Account Status: Active
Personal Information
HKID: O111201(6)
Name: Dr CHAN TAI MAN (陳大文)
Email address: cyy838@ha.org.hk
Contact No.: 91234567

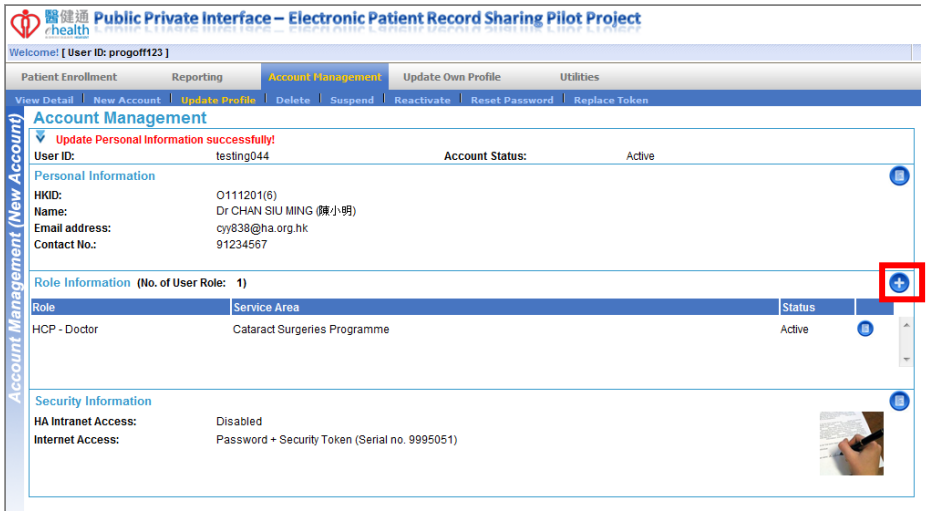
5. Update the Information and Click <Save> button.



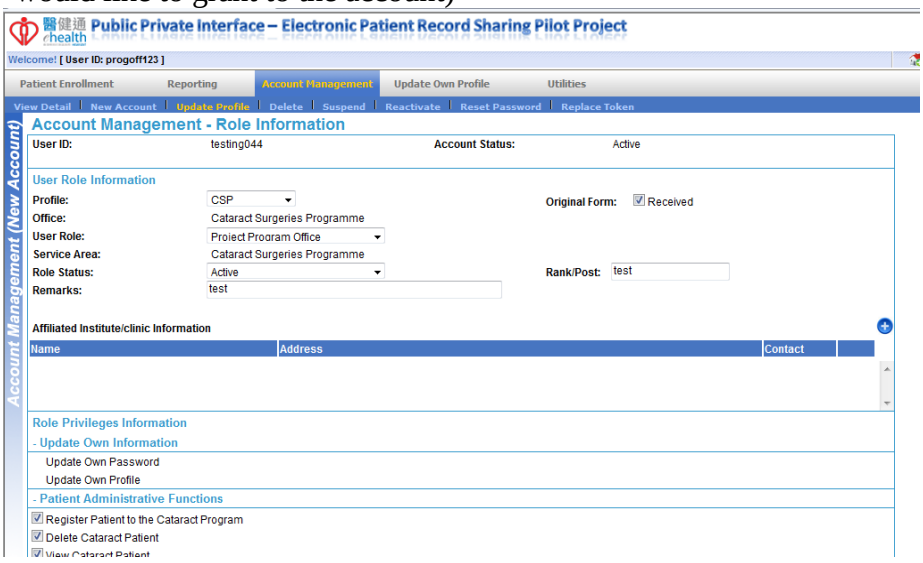
6. The Personal Information is updated.

5.2.2 Add a New Role

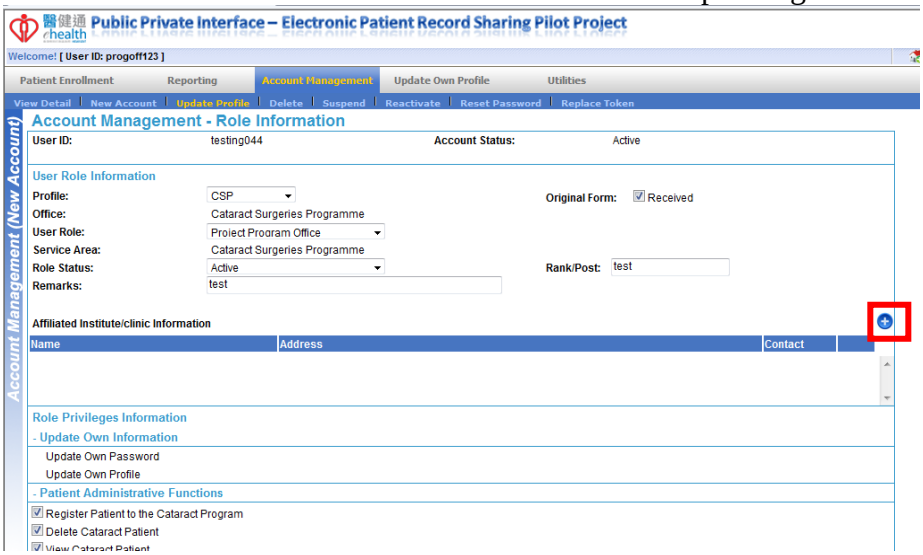
1. Click the right top corner icon on Role Information Section to add a new role



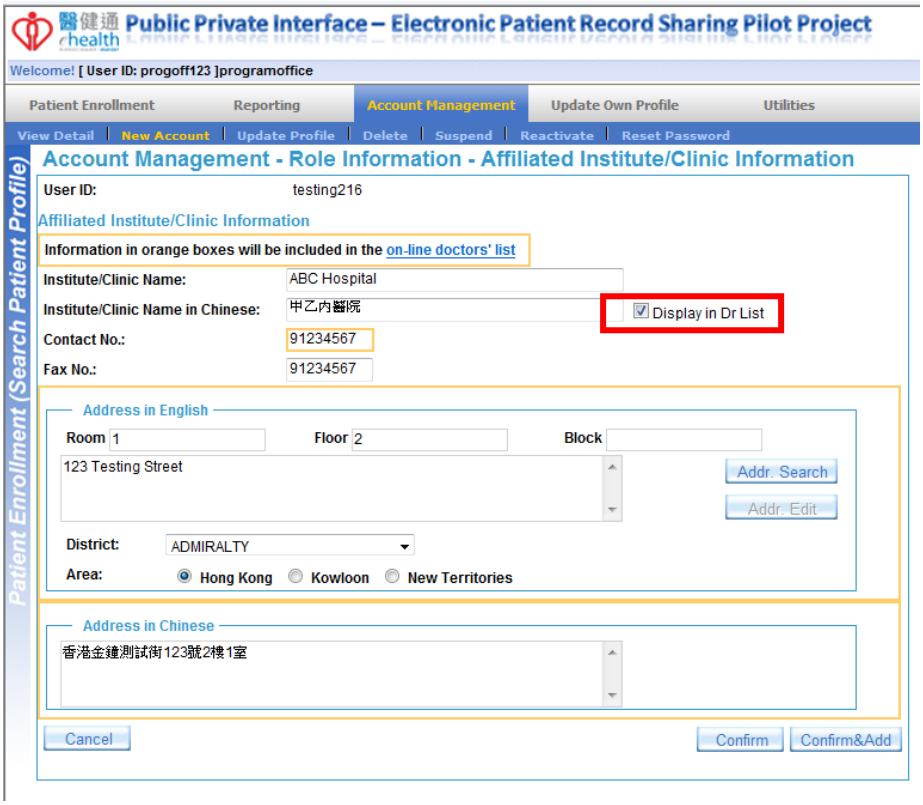
2. Follow the Form Sequence to fill in the Role Information. (Profile → Office → User Role → Sub Type [Note that there may be no subtype for some role] → Service Area) and all other information (Form received, Rank, MCHK No, Practicing Cert Received, and choose the functions you would like to grant to the account)



3. After filling the Role Information, Click the icon on the Institute/clinic Information Section to add an Institution to the corresponding role.

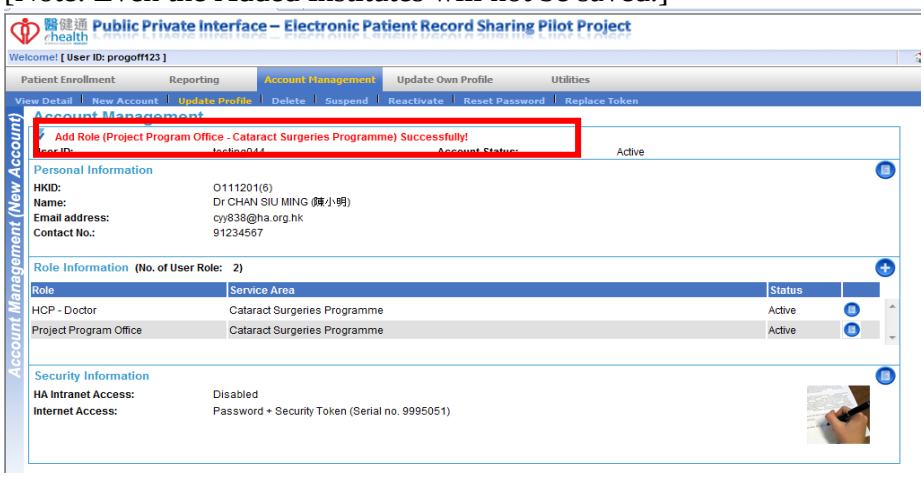


4. Fill in the Institution Information Form. For the HCP-Doctor Role, you can click the <Display in Dr List> check box to show the information on the Online Dr List.

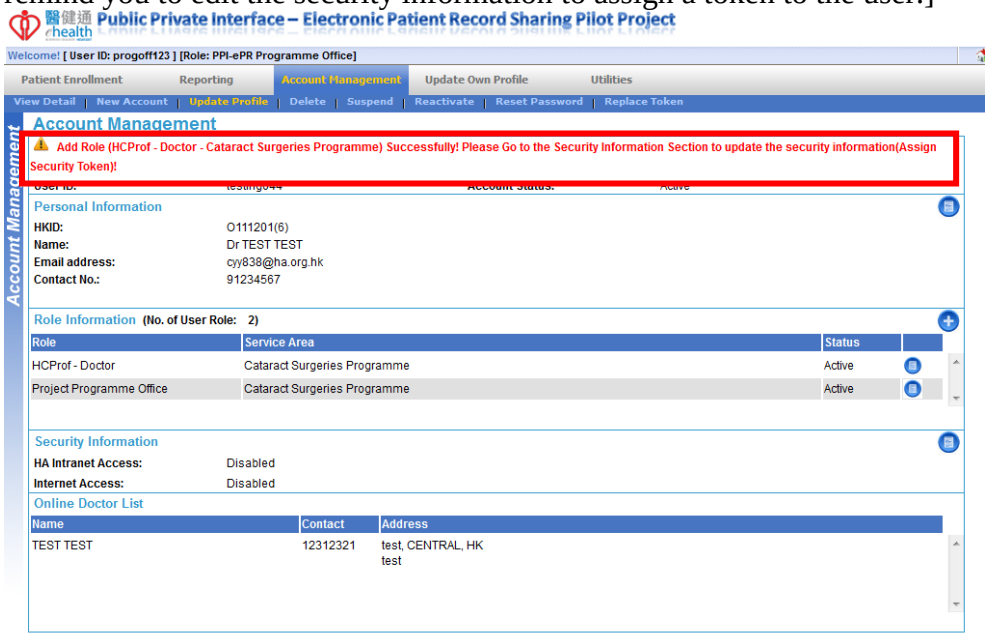


5. For entering of address, you can either enter address in free text form, or in structured form. To enter address in structured form, click <Addr. Search> to invoke the address searching function.
   Click <Addr. Edit> to cancel structured address and enter address in free text form.
   Click <Back> to return to the Role Information page without saving.
   Click <Confirm> to store the Institution Information and back to the Role Information page.
   Click <Confirm&Add> to store the Institution Information and redirect to the blank Institution form to add another Institute.

6. After Adding the Institute, the information is shown on the institute/clinic information section.
   Click <Save> to save the Role Information.
   Click <Back> to return to the Account Management Page without saving. [Note: Even the Added Institutes will not be saved.]

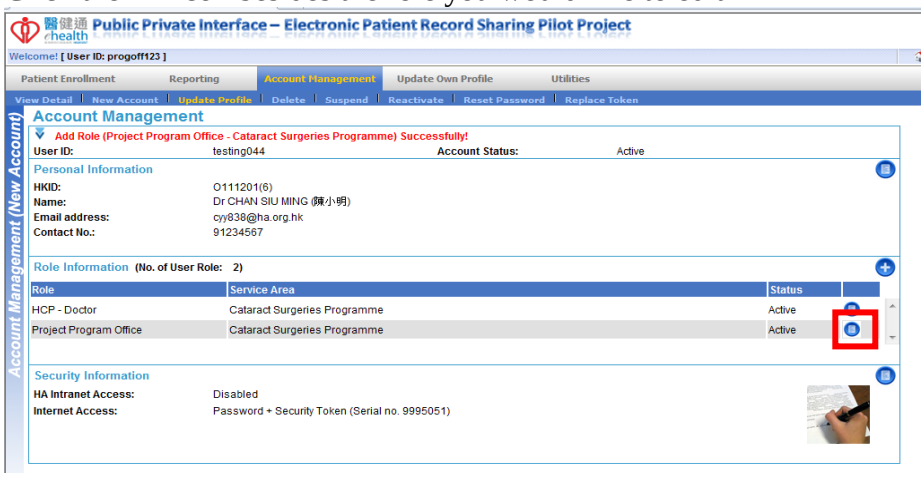


[Note: When it is the first time for adding an external role, the system will remind you to edit the security information to assign a token to the user.]



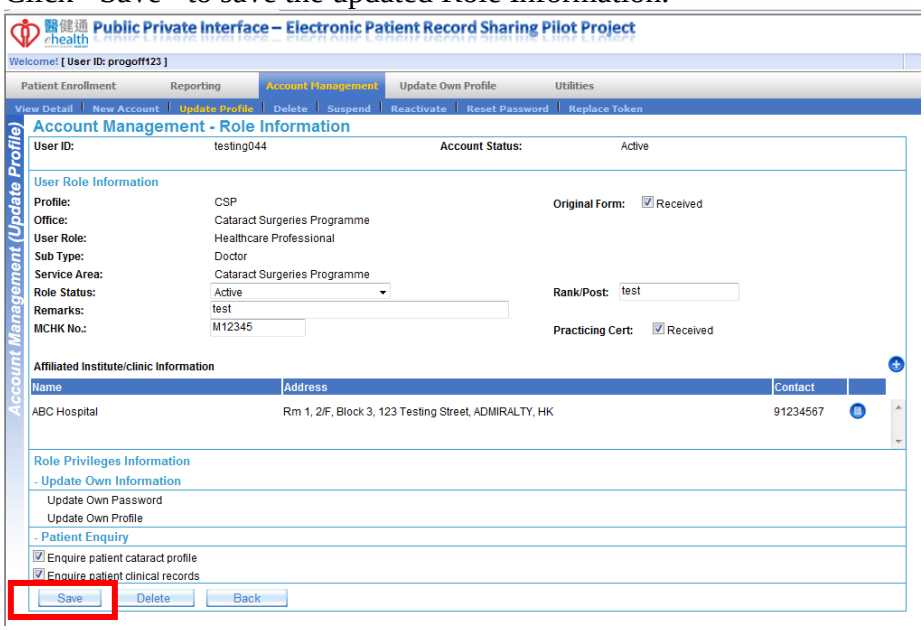
5.2.3 Edit a role

5. Click the icon besides the role you would like to edit


Public Private Interface – Electronic Patient Record Sharing Pilot Project
Welcome! [User ID: progoff123]
Patient Enrollment
Reporting
Account Management
Update Own Profile
Utilities
View Detail | New Account | Update Profile | Delete | Suspend | Reactivate | Reset Password | Replace Token
Account Management (New Account)
Account Management
Add Role (Project Program Office - Cataract Surgeries Programme) Successfully!
User ID: testing044
Account Status: Active
Personal Information
HKID: O111201(6)
Name: Dr CHAN SIU MING (陳小明)
Email address: cyy838@ha.org.hk
Contact No.: 91234567
Role Information (No. of User Role: 2)
Role
Service Area
Status
HCP - Doctor
Cataract Surgeries Programme
Active
Project Program Office
Cataract Surgeries Programme
Active
Security Information
HA Intranet Access: Disabled
Internet Access: Password + Security Token (Serial no. 9995051)

6. Update the Role Information. You can add or update the Institute Information by clicking the <add> or <edit> button in the Institute/clinic Information Section.

7. Click <Save> to save the updated Role Information.

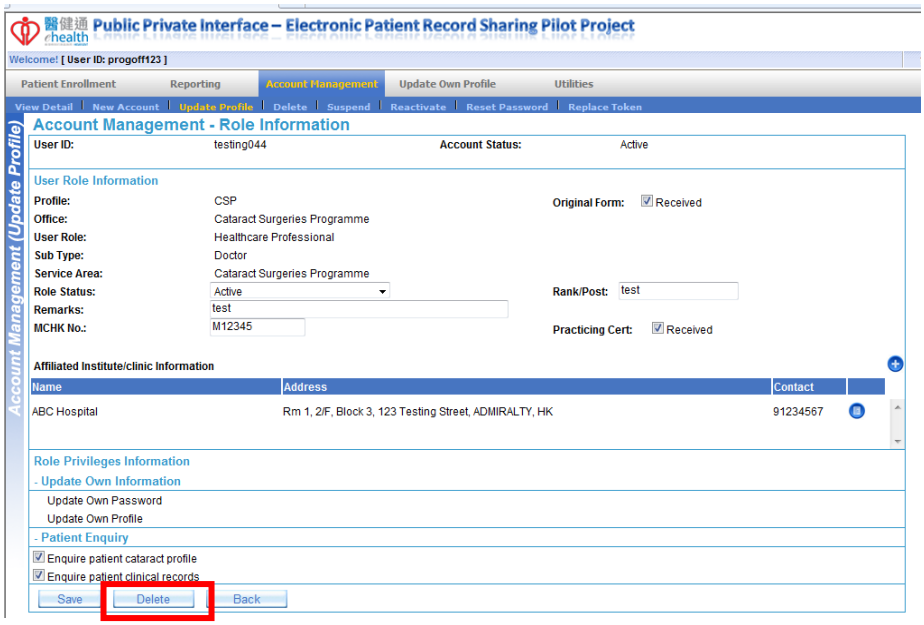


5.2.4 Delete a role (more than one role)

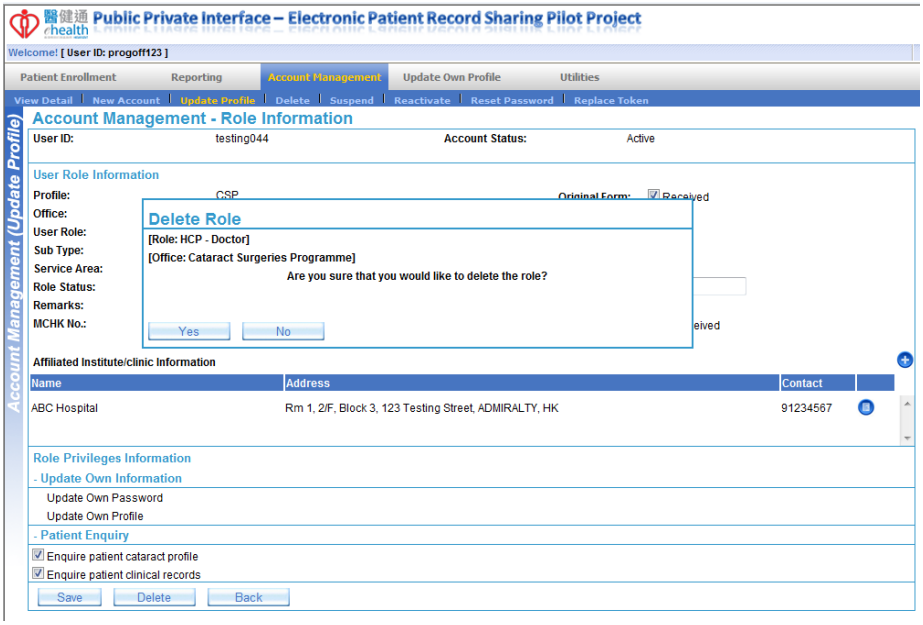
1. Click the icon besides the role you would like to delete

Public Private Interface – Electronic Patient Record Sharing Pilot Project
Welcome! [User ID: progoff123]
Patient Enrollment
Reporting
Account Management
Update Own Profile
Utilities
View Detail | New Account | Update Profile | Delete | Suspend | Reactivate | Reset Password | Replace Token
Account Management (New Account)
Account Management
Update Role (HCP - Doctor - Cataract Surgeries Programme) Successfully!
User ID: testing044
Account Status: Active
Personal Information
HKID: O111201(6)
Name: Dr CHAN SIU MING (陳小明)
Email address: cyy838@ha.org.hk
Contact No.: 91234567
Role Information (No. of User Role: 2)
Role
Service Area
Status
HCP - Doctor
Cataract Surgeries Programme
Active
Project Program Office
Cataract Surgeries Programme
Active
Security Information
HA Intranet Access: Disabled
Internet Access: Password + Security Token (Serial no. 9995051)

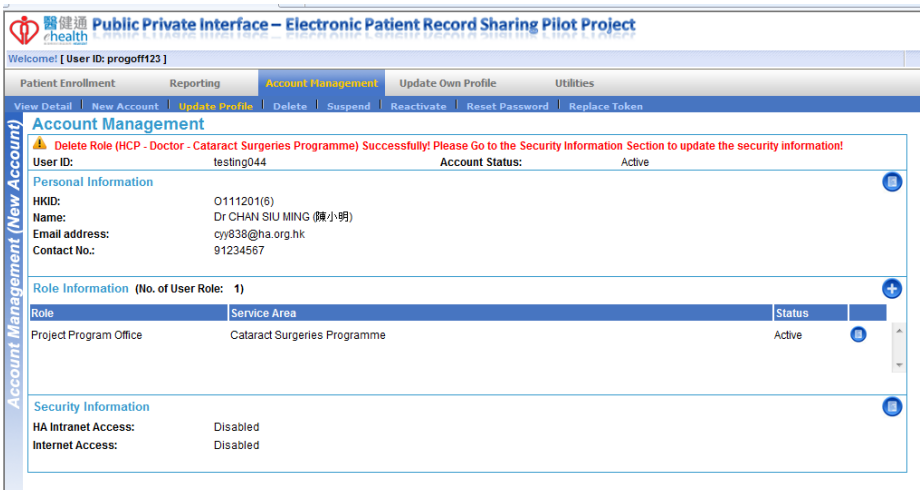
2. Click <Delete> to delete the role.



3. A pop-up box to confirm you whether delete the ole or not.
   Click <Yes> to proceed
   Click <No> to decline

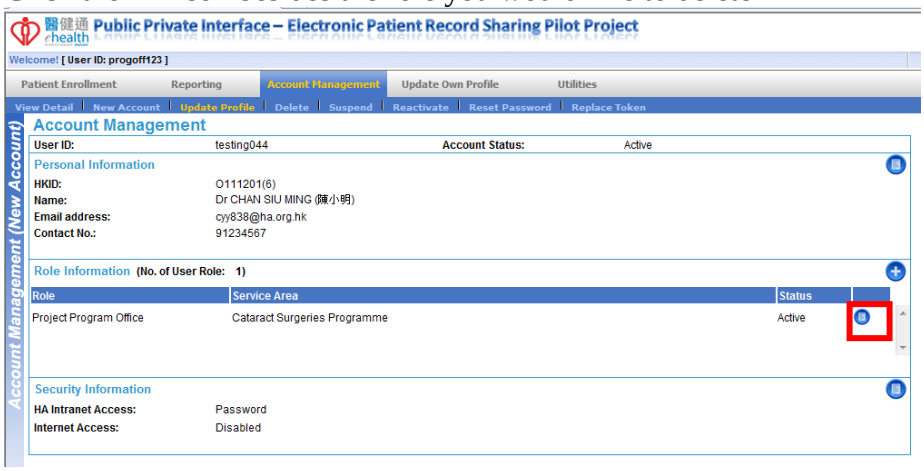


4. The role is deleted.

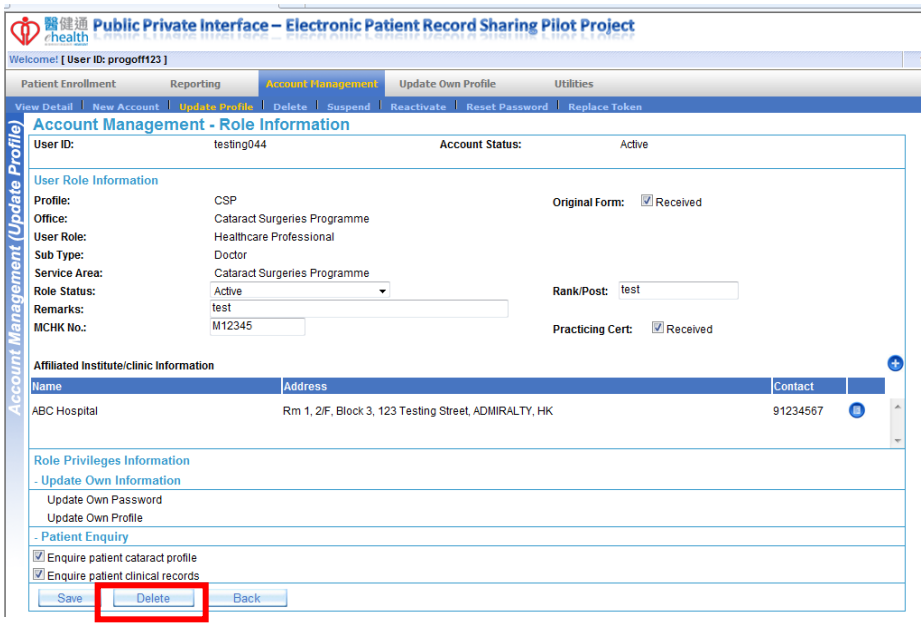

Public Private Interface – Electronic Patient Record Sharing Pilot Project
Welcome! [User ID: progoff123]
Patient Enrollment
Reporting
Account Management
Update Own Profile
Utilities
View Detail | New Account | Update Profile | Delete | Suspend | Reactivate | Reset Password | Replace Token
Account Management (New Account)
Account Management
Delete Role (HCP - Doctor - Cataract Surgeries Programme) Successfully! Please Go to the Security Information Section to update the security information!
User ID: testing044
Account Status: Active
Personal Information
HKID: O111201(6)
Name: Dr CHAN SIU MING (陳小明)
Email address: cyy838@ha.org.hk
Contact No.: 91234567
Role Information (No. of User Role: 1)
Role
Service Area
Status
Project Program Office
Cataract Surgeries Programme
Active
Security Information
HA Intranet Access: Disabled
Internet Access: Disabled

5.2.5 Delete a role (only one role)

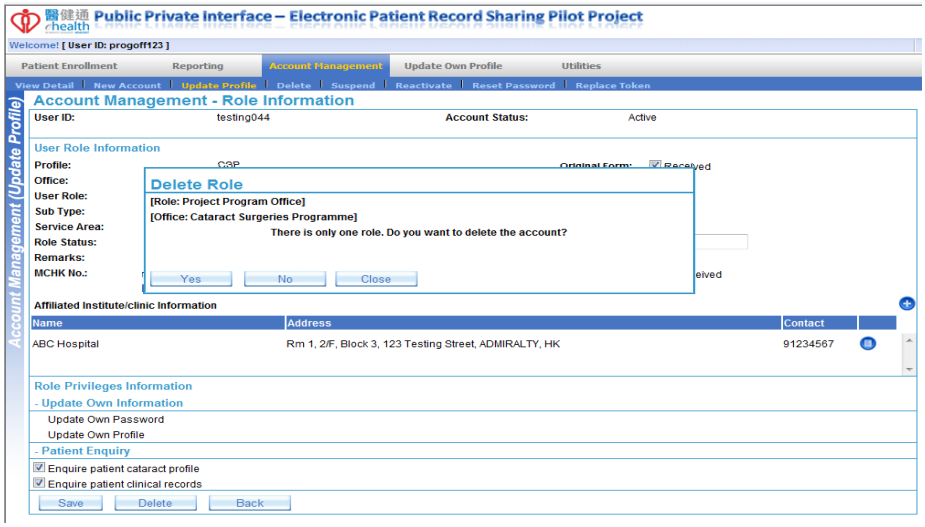
1. Click the icon besides the role you would like to delete



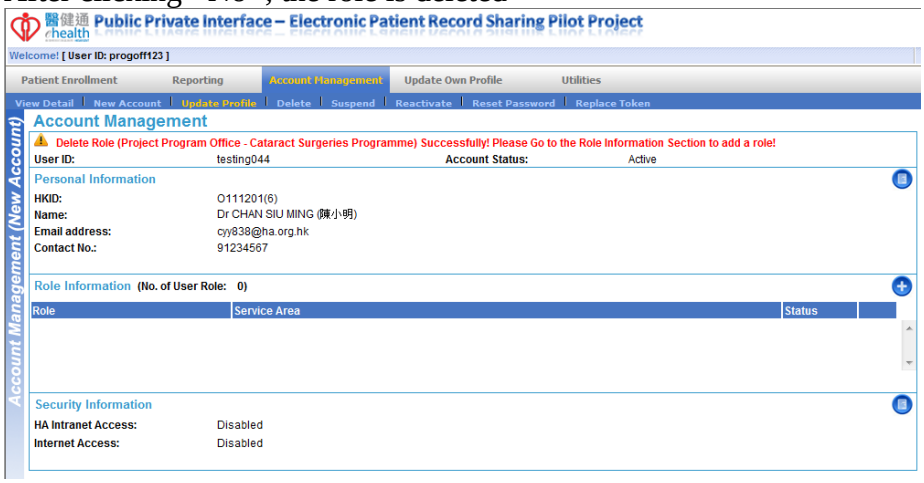
2. Click <Delete> to delete the role



3. A pop-up box to confirm you whether delete the ole or not.
   Click <Yes> to proceed to delete the account (See Section 5.3)
   Click <No> to proceed to delete the role
   Click <Close> to decline the role deletion

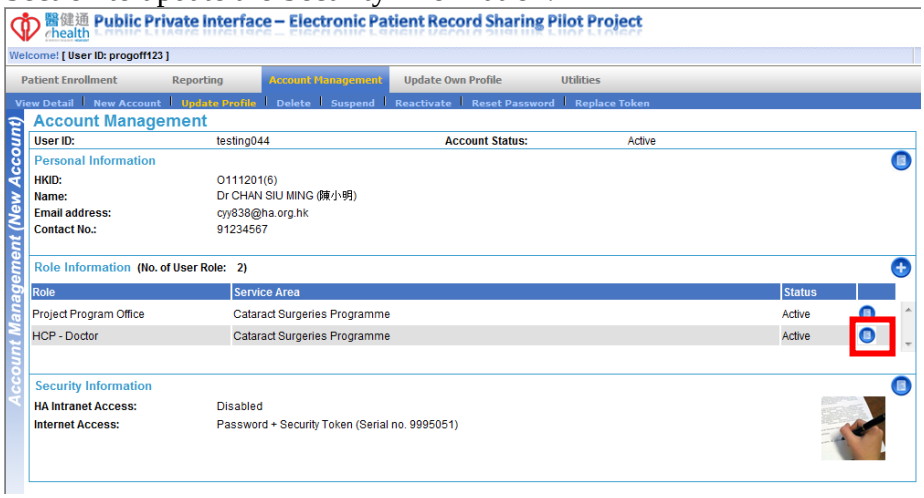


4. After clicking <No>, the role is deleted

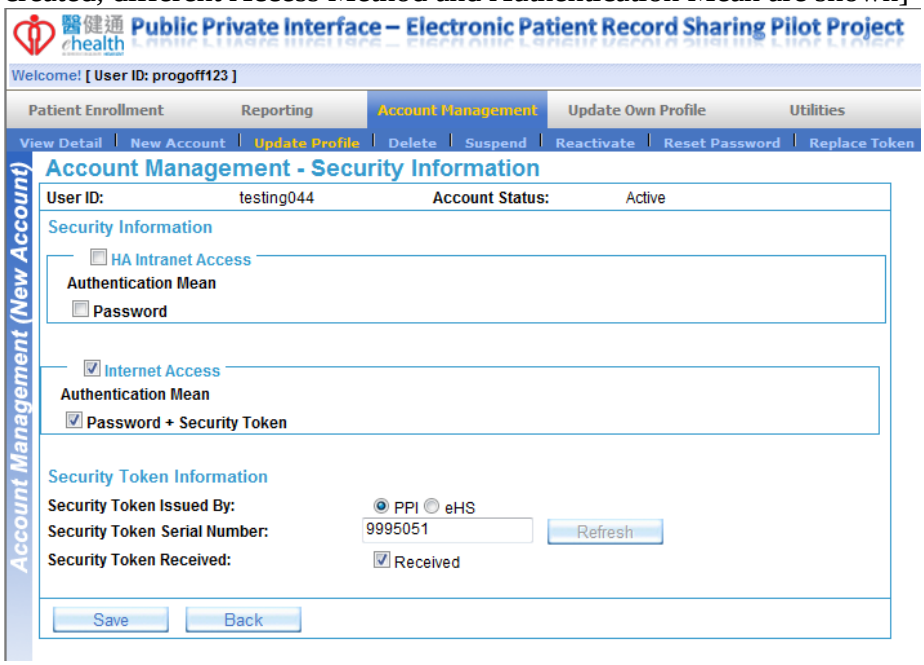

Public Private Interface – Electronic Patient Record Sharing Pilot Project
Welcome! [User ID: progoff123]
Patient Enrollment
Reporting
Account Management
Update Own Profile
Utilities
View Detail | New Account | Update Profile | Delete | Suspend | Reactivate | Reset Password | Replace Token
Account Management (New Account)
Account Management
Delete Role (Project Program Office - Cataract Surgeries Programme) Successfully! Please Go to the Role Information Section to add a role!
User ID: testing044
Account Status: Active
Personal Information
HKID: O111201(6)
Name: Dr CHAN SIU MING (陳小明)
Email address: cyy838@ha.org.hk
Contact No.: 91234567
Role Information (No. of User Role: 0)
Role
Service Area
Status
Security Information
HA Intranet Access: Disabled
Internet Access: Disabled

5.2.6 Update Security Information

1. Click the icon on the Right Top Corner of the Security Information Section to update the Security Information.



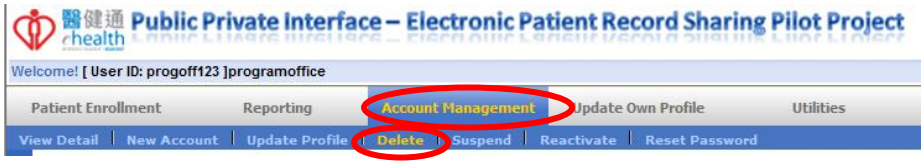
2. Choose the Access Method (Internet/Intranet) and the Authentication Mean (Password/ Password + Security Token). [Note: Depends on the roles created, different Access Method and Authentication Mean are shown]



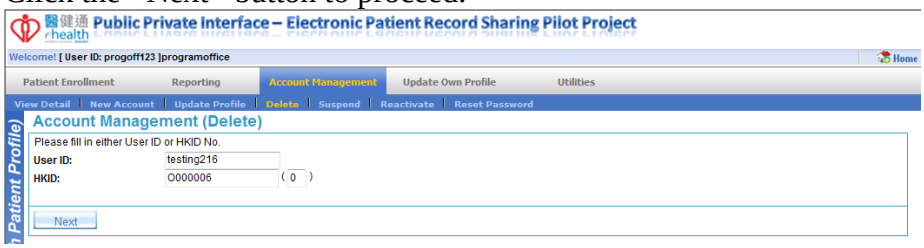
3. Fill in the Token Information when selecting the Security Token as the Authentication Mean.
   Click <Save> to save the Security Information.
   Click <Back> to return to the Account Management Page without saving

5.3 Delete Account

1. To delete an existing account, click <Account Management> on the Menu Bar and <Delete> on the Sub-menu bar.

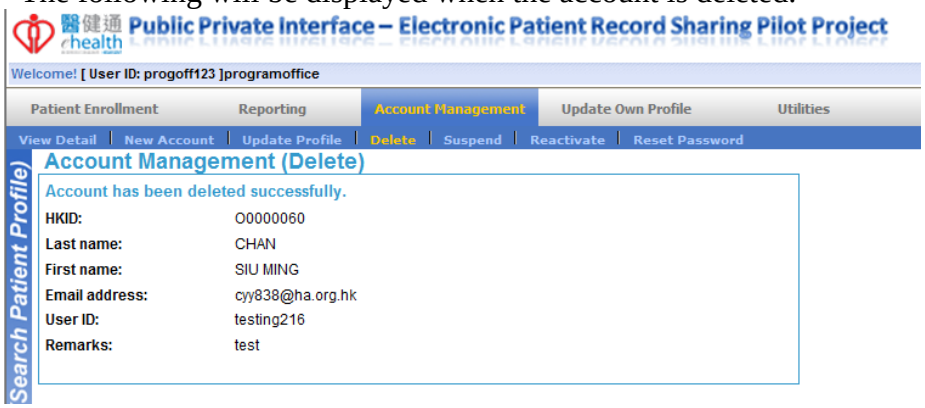


2. Enter the Login ID (User ID) or HKID number of the account to be deleted. Click the <Next> button to proceed.



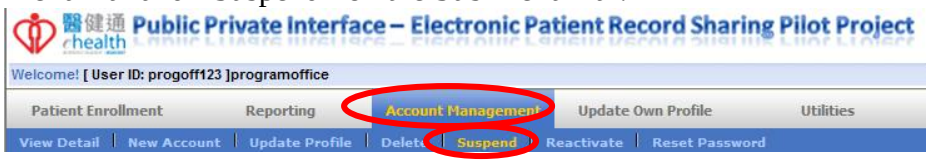
3. The details of the selected account will be displayed for verification. Click the <Confirm> button to delete the account or <Cancel> to cancel your action. Please note that this action is **irreversible**. Once the account is deleted, the user will not be able to access the PPI-ePR system. If the user requires access again, you will have to re-create the account.

4. The following will be displayed when the account is deleted.

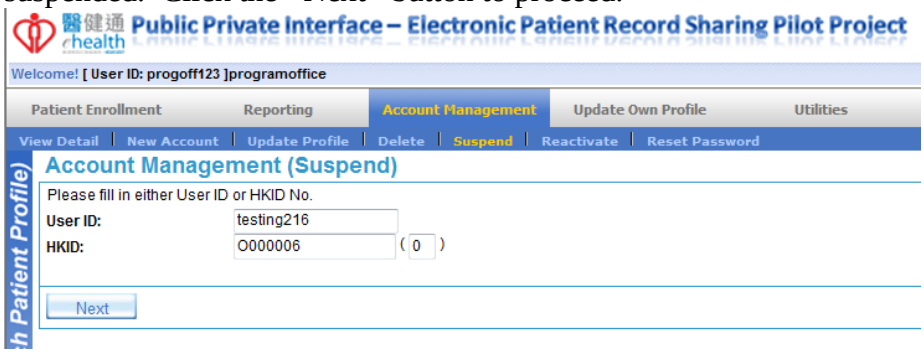

Public Private Interface – Electronic Patient Record Sharing Pilot Project
Welcome! [User ID: progoff123]programoffice
Patient Enrollment
Reporting
Account Management
Update Own Profile
Utilities
View Detail | New Account | Update Profile | Delete | Suspend | Reactivate | Reset Password
Search Patient Profile
Account Management (Delete)
Account has been deleted successfully.
HKID: O0000060
Last name: CHAN
First name: SIU MING
Email address: cyy838@ha.org.hk
User ID: testing216
Remarks: test

5.4 Suspend Account

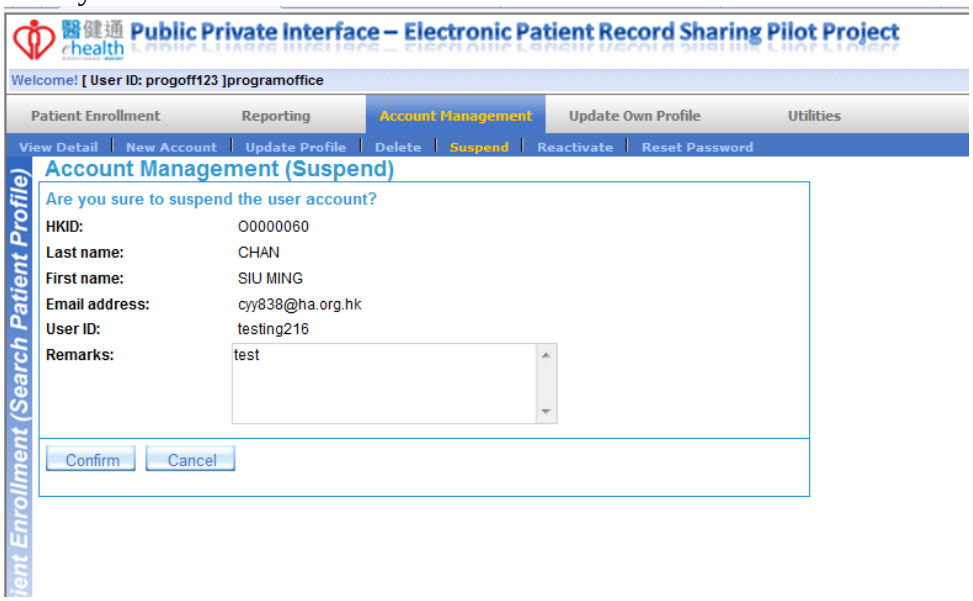
1. To suspend an existing account, click <Account Management> on the Menu Bar and <Suspend> on the Sub-menu Bar.



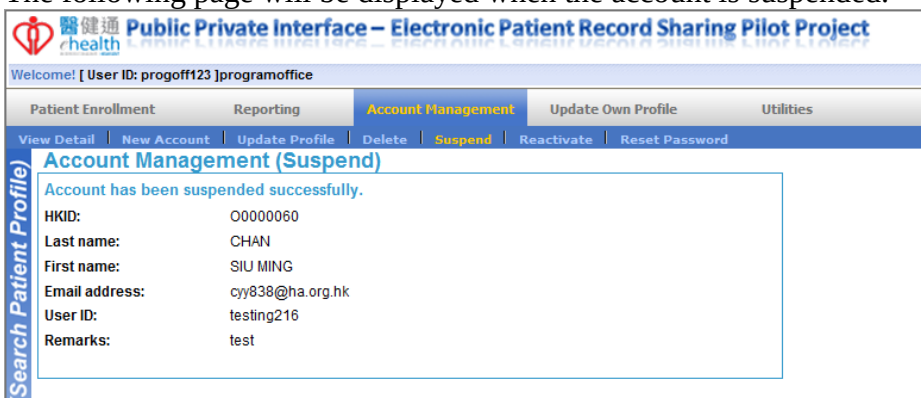
2. Enter the Login ID (User ID) or HKID number of the account to be suspended. Click the <Next> button to proceed.



3. The following information will be displayed for verification. Click the <Confirm> button to proceed and <Cancel> button to cancel your action. Once the account is suspended, the user will not be able to access the PPI-ePR system until his/her account is re-activated.

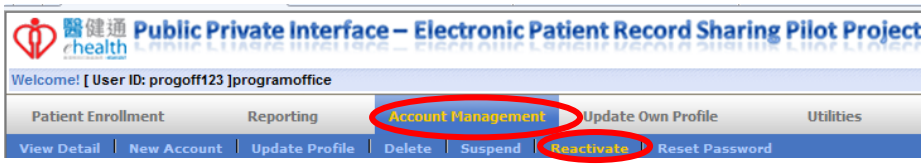


4. The following page will be displayed when the account is suspended.

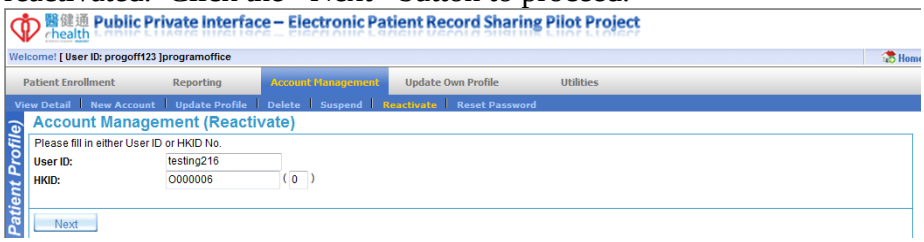

Public Private Interface – Electronic Patient Record Sharing Pilot Project
Welcome! [User ID: progoff123]programoffice
Patient Enrollment
Reporting
Account Management
Update Own Profile
Utilities
View Detail | New Account | Update Profile | Delete | Suspend | Reactivate | Reset Password
Search Patient Profile
Account Management (Suspend)
Account has been suspended successfully.
HKID: O0000060
Last name: CHAN
First name: SIU MING
Email address: cyy838@ha.org.hk
User ID: testing216
Remarks: test

5.5 Re-activate Account

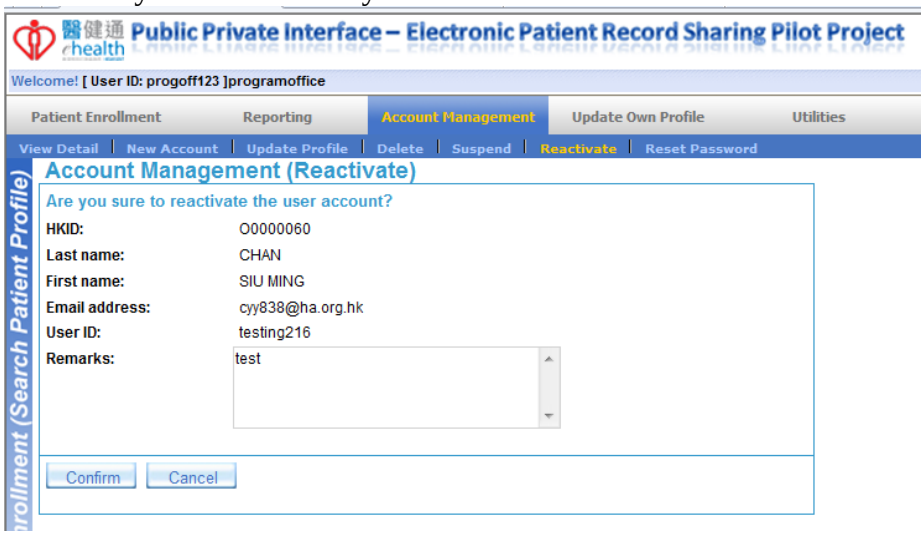
1. To reactivate a suspended account, click <Account Management> on the Menu Bar and <Reactivate> on the Sub-menu Bar.



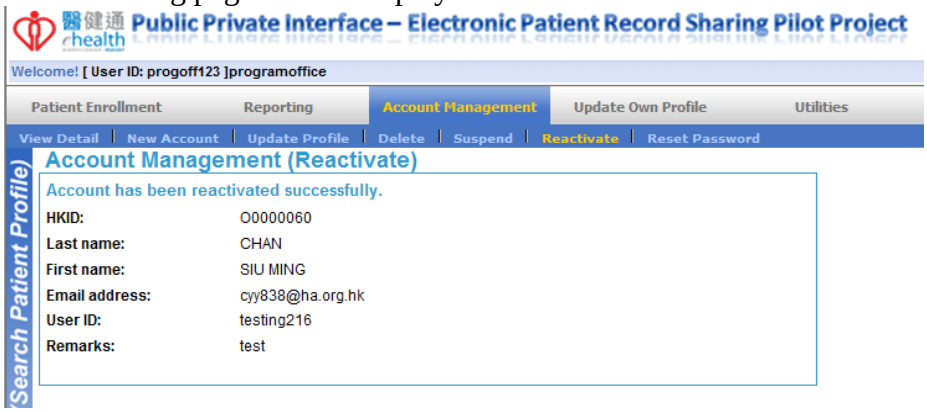
2. Enter the Login ID (User ID) or HKID number of the account to be reactivated. Click the <Next> button to proceed.



3. The following information will be displayed for verification. Click the <Confirm> button to proceed and <Cancel> button to cancel your action. Once a suspended account is reactivated, the user can gain access to the PPI-ePR system immediately.



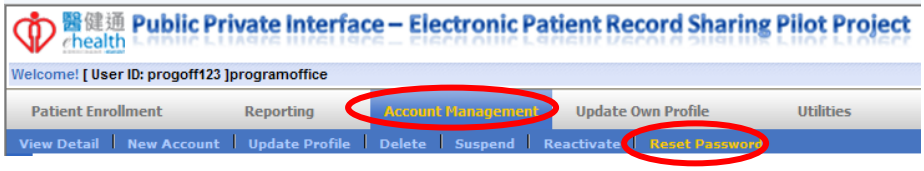
4. The following page will be displayed when the account is reactivated.


Public Private Interface – Electronic Patient Record Sharing Pilot Project
Welcome! [User ID: progoff123]programoffice
Account Management (Reactivate)
Account has been reactivated successfully.
HKID: O0000060
Last name: CHAN
First name: SIU MING
Email address: cyy838@ha.org.hk
User ID: testing216
Remarks: test

5.6 Reset Password

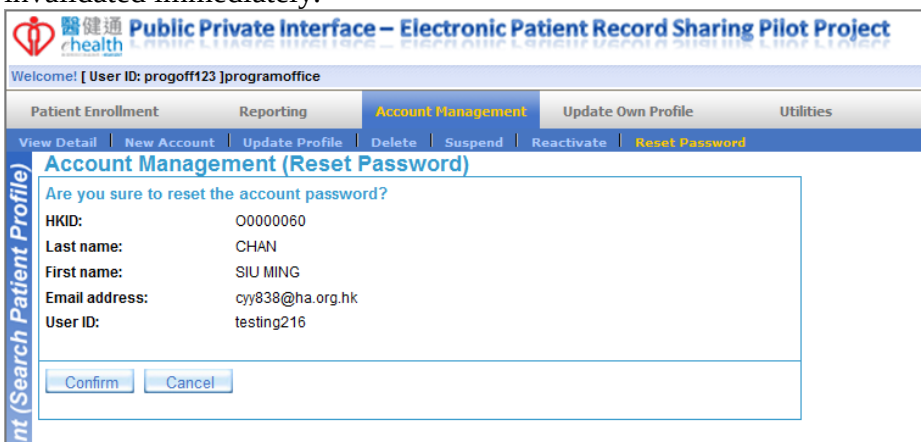
By resetting the user's password, a new password will be generated and the user's existing password will be invalidated. The user will be informed of the new password via e-mail and he/she is required to use the new password at the next login.

1. To reset a user's password, click <Account Management> on the Menu Bar and then click <Reset Password> on the Sub-menu Bar.

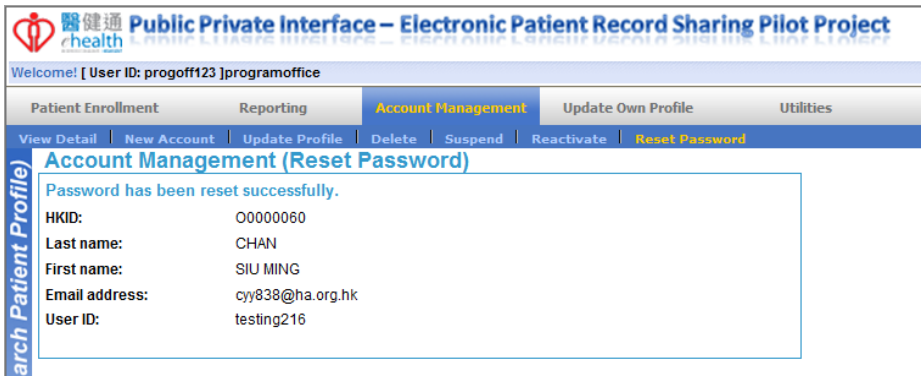


2. Enter the Login ID (User ID) or HKID number of the account which password need to be reset.

3. The following information will be displayed for verification. Click the <Confirm> button to proceed and <Cancel> button to cancel your action. Once a new password is regenerated, the existing password will be invalidated immediately.



4. The following page will be displayed when the user's password is regenerated. An e-mail will be sent to the user according to his/her registered e-mail address informing him/her of the new password. The system will not display the new password to anyone. User must be advised to safe-keep his password to avoid unauthorised access to the system using his/her account.

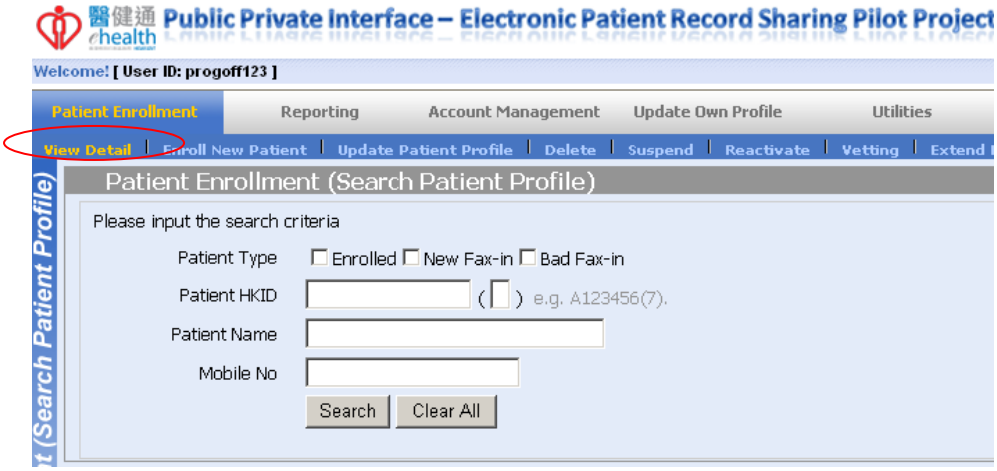

Public Private Interface – Electronic Patient Record Sharing Pilot Project
Welcome! [User ID: progoff123]programoffice
Patient Enrollment
Reporting
Account Management
Update Own Profile
Utilities
View Detail | New Account | Update Profile | Delete | Suspend | Reactivate | Reset Password
Account Management (Reset Password)
Password has been reset successfully.
HKID: O0000060
Last name: CHAN
First name: SIU MING
Email address: cyy838@ha.org.hk
User ID: testing216

6. Patient Enrollment and Patient Profile Maintenance

6.1 Patient Enrollment

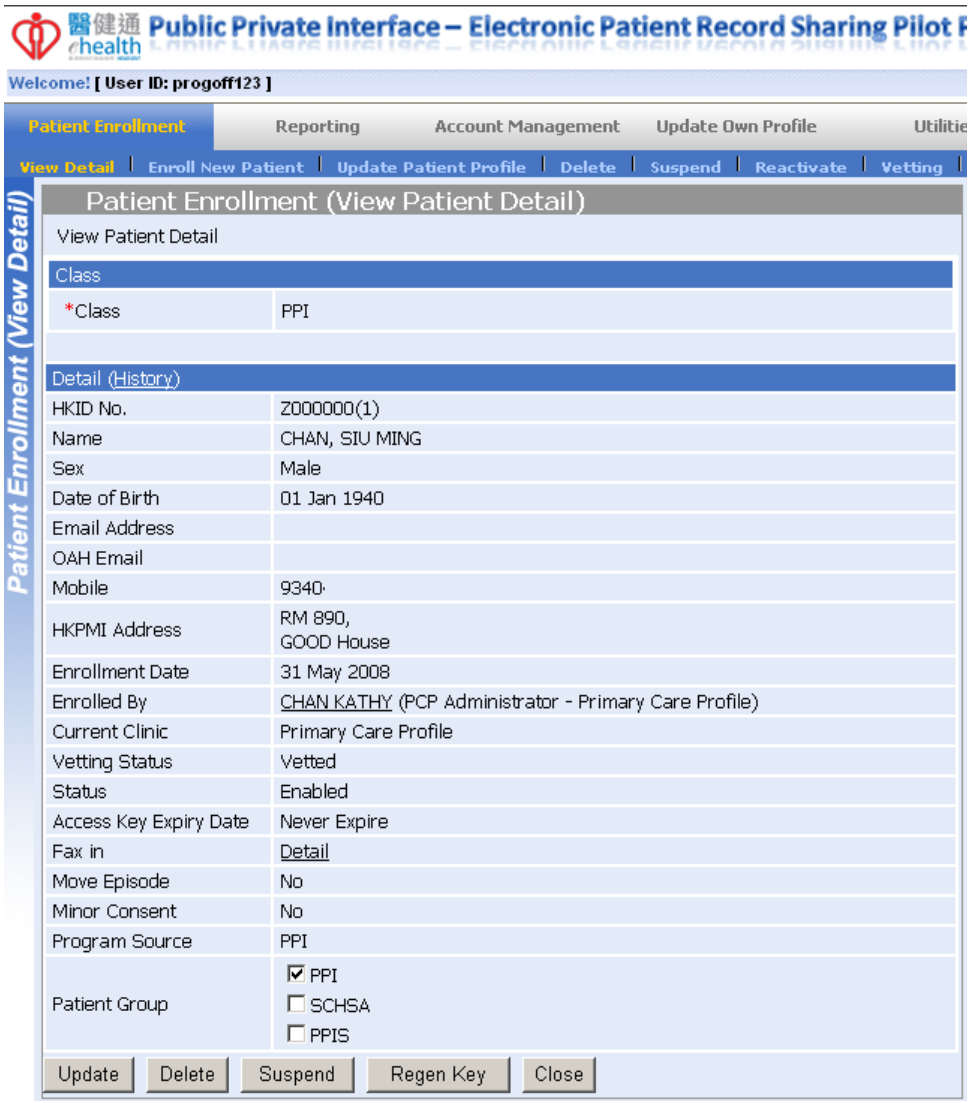
6.1.1 View Patient Details

1. Click <Patient Enrollment> on the Menu Bar. The <View Detail> function will be selected by default. Click <View Detail> on the Sub-menu Bar if you need to return to this function while working under other Patient Enrollment functions.



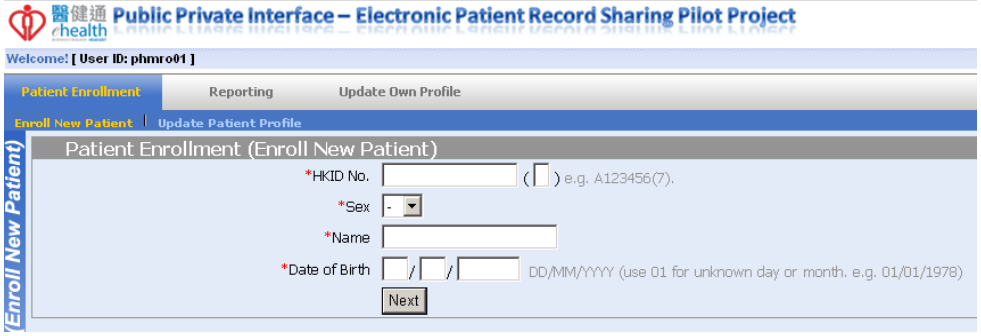
2. Enter the patient's HKID Number and Check Digit. Click <Next> to continue.

3. The patient's personal data will be displayed on the screen if the patient has already enrolled in the program. Click <Back> to return to the previous screen.


Public Private Interface – Electronic Patient Record Sharing Pilot P
Welcome! [User ID: progoff123]
Patient Enrollment
Reporting
Account Management
Update Own Profile
Utilitie
View Detail | Enroll New Patient | Update Patient Profile | Delete | Suspend | Reactivate | Vetting |
Patient Enrollment (View Detail)
Patient Enrollment (View Patient Detail)
View Patient Detail
Class
*Class PPI
Detail (History)
HKID No. Z000000(1)
Name CHAN, SIU MING
Sex Male
Date of Birth 01 Jan 1940
Email Address
OAH Email
Mobile 9340
HKPMI Address RM 890, GOOD House
Enrollment Date 31 May 2008
Enrolled By CHAN KATHY (PCP Administrator - Primary Care Profile)
Current Clinic Primary Care Profile
Vetting Status Vetted
Status Enabled
Access Key Expiry Date Never Expire
Fax in Detail
Move Episode No
Minor Consent No
Program Source PPI
Patient Group PPI SCHSA PPIS
Update Delete Suspend Regen Key Close

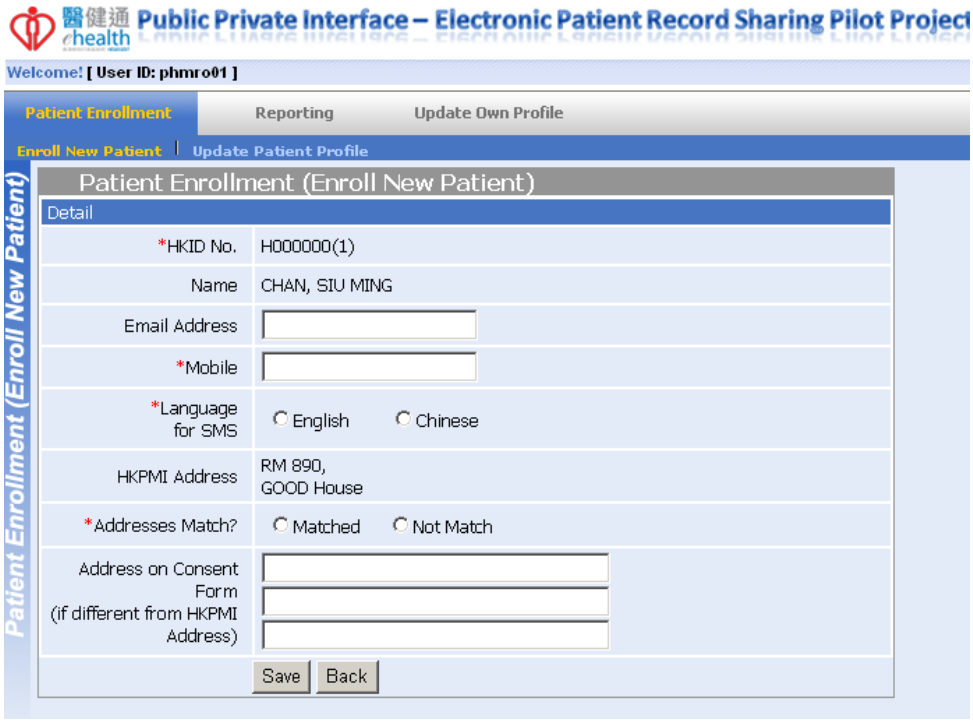
6.1.2 Enroll New Patient

1. Click <Patient Enrollment> on the Menu Bar. Click <Enroll New Patient> on the Sub-menu Bar.


Public Private Interface – Electronic Patient Record Sharing Pilot Project
Welcome! [User ID: phmro01]
Patient Enrollment
Reporting
Update Own Profile
Enroll New Patient | Update Patient Profile
Patient Enrollment (Enroll New Patient)
*HKID No. ( ) e.g. A123456(7).
*Sex -
*Name
*Date of Birth / / DD/MM/YYYY (use 01 for unknown day or month. e.g. 01/01/1978)
Next

2. Enter the patient's HKID, Sex, Name and Date of Birth and click the <Next> button.

3. If the system finds a complete match of an existing HA patient with the four pieces of data entered, the following Patient Enrolment page will be displayed. Complete the details on the patient. Fields with an asterisk (*) must be completed and cannot be left blank.



4. *Important Notes on Patient's Address*

   You must compare the <HKPMI Address> displayed on the screen with the patient's reported address on the consent form. If the patient reports a different address from the one displayed, please input the reported address in the slot provided for <Address on Consent Form>.

   Please advise the patient that his/her registered address with the Hospital Authority (HKPMI address) will be used for all official correspondence from the HA to the patient regarding the PPI-ePR system. If the patient intends to use the address on the consent form as his/her correspondence address, he/she should provide address proof for this address and authorises the HA to update his/her registered address with the HA.

5. Click <Save> to confirm enrollment and <Back> to cancel.

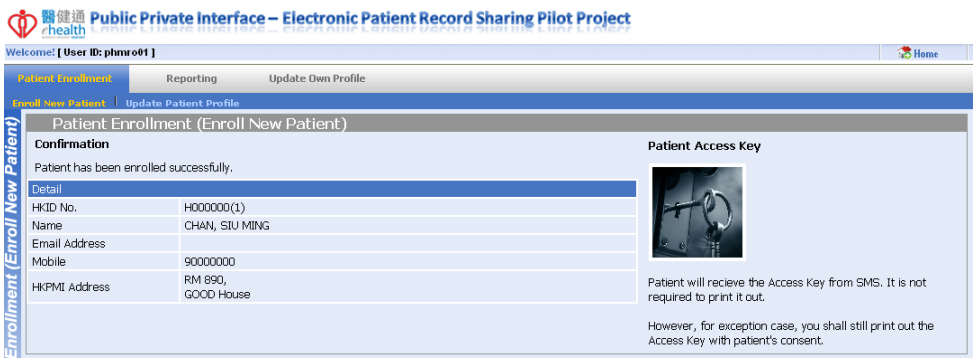
6. The following screen will be displayed upon successful enrollment. The patient will receive an 'Access Key' via a SMS message to his/her mobile phone. A letter of confirmation with detail information on the PPI-ePR system will be posted to the patient's registered address with the HA.

6.1.3 Print Patient's Access Key

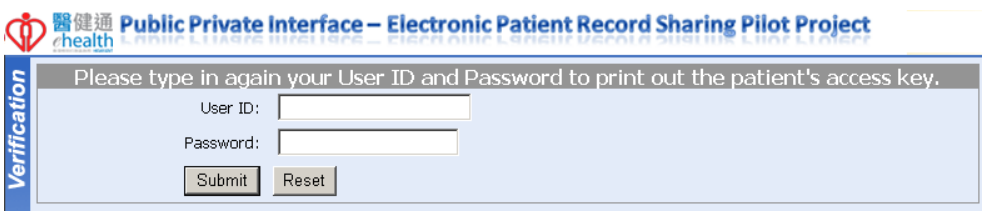
Under normal circumstances, the Access Key will be sent to the patient's mobile phone immediately via a SMS message. It is therefore unnecessary to print or view the Patient's Access Key via the system.

However, under very exceptional circumstances when the key is urgently required and the patient cannot receive the SMS message on the spot, you can print the patient's Access Key **with the patient's consent** by following the steps below. As the Access Key is a major security control to safe-guard the patient's personal data, you must print the patient's Access Key only when it is absolutely necessary.

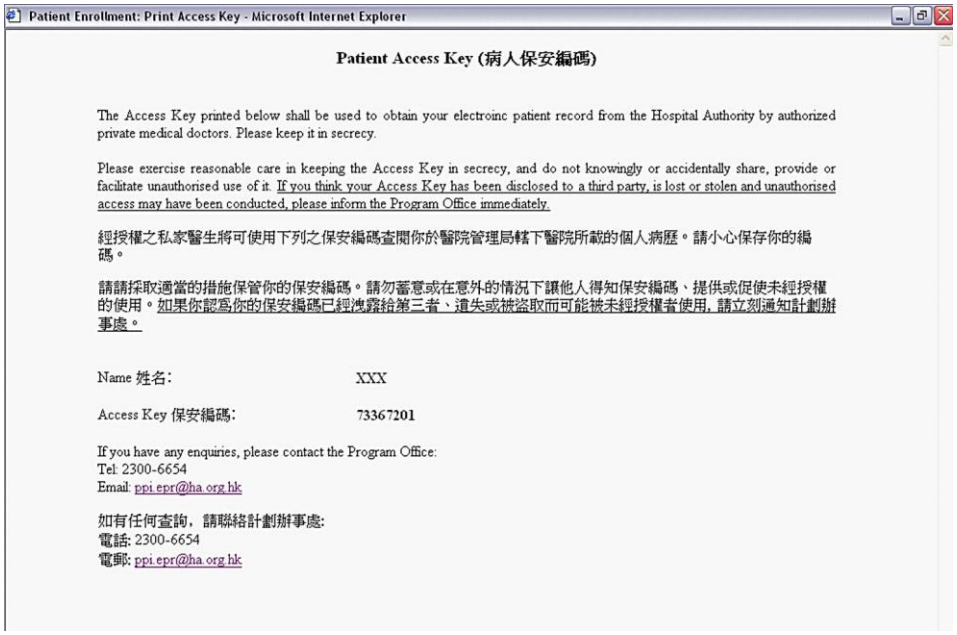
1. Click the icon on the right hand side of the screen.


Public Private Interface – Electronic Patient Record Sharing Pilot Project
Welcome! [User ID: phmr001]
Home
Patient Enrollment
Reporting
Update Own Profile
Enroll New Patient
Update Patient Profile
Enrollment (Enroll New Patient)
Patient Enrollment (Enroll New Patient)
Confirmation
Patient has been enrolled successfully.
Detail
HKID No. H000000(1)
Name CHAN, SIU MING
Email Address
Mobile 90000000
HKPMI Address RM 890, GOOD House
Patient Access Key
Patient will recieve the Access Key from SMS. It is not required to print it out.
However, for exception case, you shall still print out the Access Key with patient's consent.

2. The following page will be displayed. You are required to input your User ID and Password again to ensure that you did not click on the Print Access Key icon by accident and to avoid future repudiation on your intention to print. Click <Submit> to continue or <Reset> to clear the entered data.

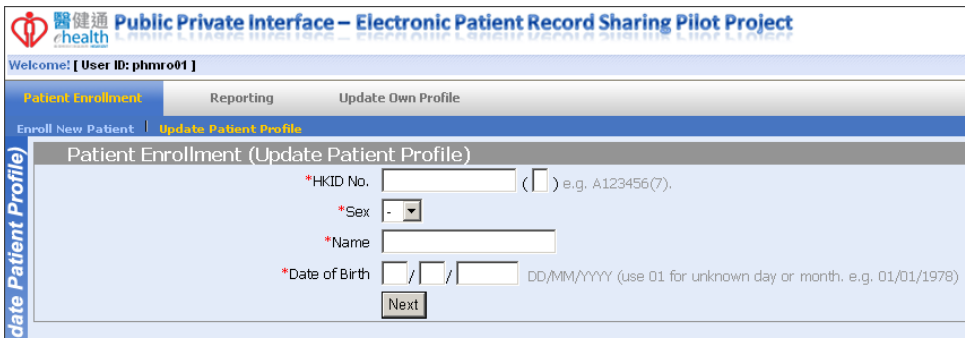

Public Private Interface – Electronic Patient Record Sharing Pilot Project
Verification
Please type in again your User ID and Password to print out the patient's access key.
User ID:
Password:
Submit
Reset

3. The patient's Access Key will be displayed. Click <Print> to print the patient's Access Key.


Patient Enrollment: Print Access Key - Microsoft Internet Explorer
Patient Access Key (病人保安編碼)
The Access Key printed below shall be used to obtain your electroinc patient record from the Hospital Authority by authorized private medical doctors. Please keep it in secrecy.
Please exercise reasonable care in keeping the Access Key in secrecy, and do not knowingly or accidentally share, provide or facilitate unauthorised use of it. If you think your Access Key has been disclosed to a third party, is lost or stolen and unauthorised access may have been conducted, please inform the Program Office immediately.
經授權之私家醫生將可使用下列之保安編碼查閱你於醫院管理局轄下醫院所載的個人病歷。請小心保存你的編碼。
請請採取適當的措施保管你的保安編碼。請勿蓄意或在意外的情況下讓他人得知保安編碼、提供或促使未經授權的使用。如果你認爲你的保安編碼已經洩露給第三者、遺失或被盜取而可能被未經授權者使用，請立刻通知計劃辦事處。
Name 姓名: XXX
Access Key 保安編碼: 73367201
If you have any enquiries, please contact the Program Office:
Tel: 2300-6654
Email: ppi.epr@ha.org.hk
如有任何查詢，請聯絡計劃辦事處:
電話: 2300-6654
電郵: ppi.epr@ha.org.hk

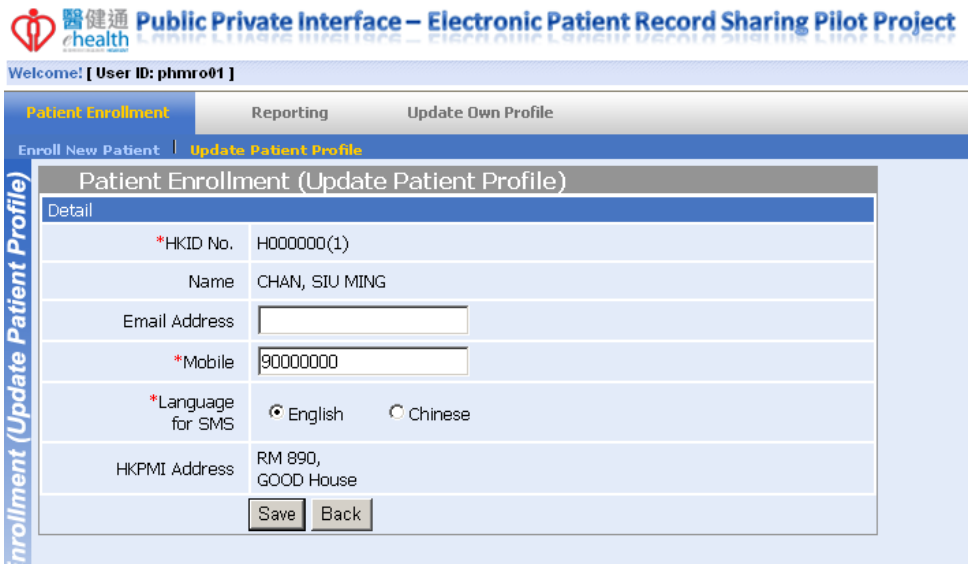
6.1.4 Update Patient's personal information

1. Click <Patient Enrolment>, then click <Update Patient Profile>.

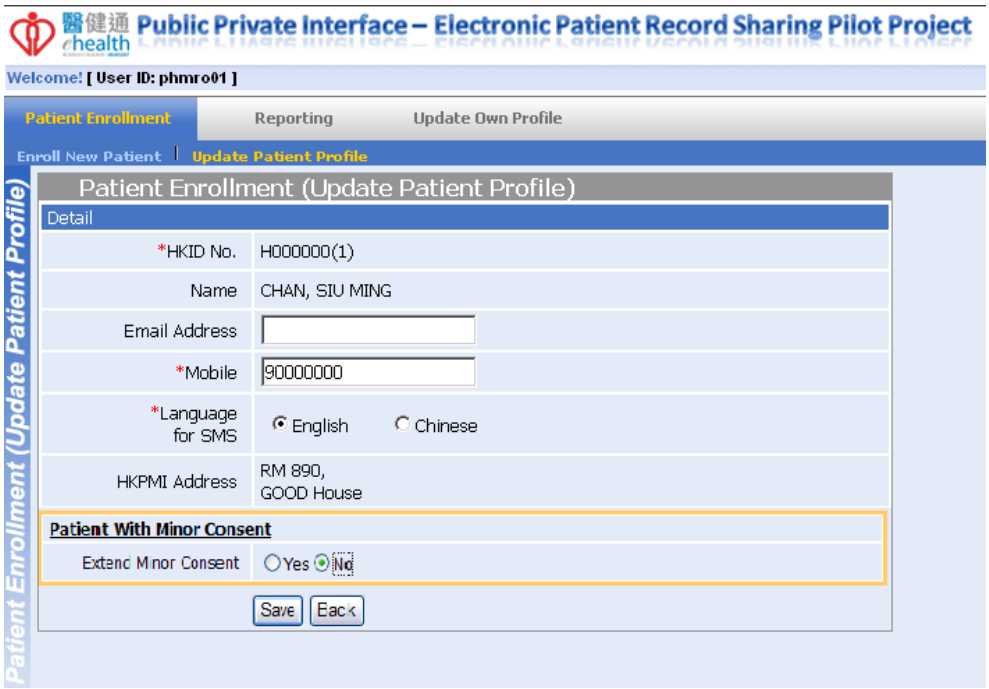


2. Enter the patient's HKID No, Sex, Name & Date of Birth and click the <Next> button.

3. If the entered information is correct, the following page will be displayed and you can update the patient's information as required.

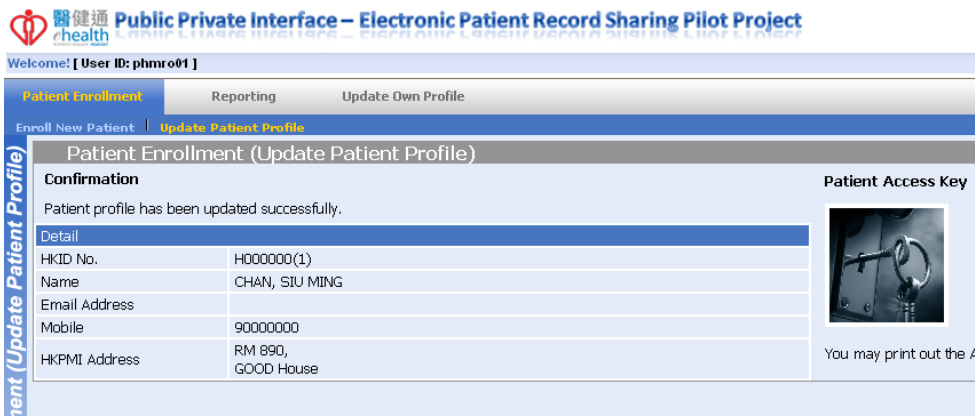


With the minor consent case patients, the following page will be displayed and click <Yes> to extend the minor consent case. New Access Key will be sent to the patient's mobile phone immediately via a SMS message.



Click <Save> to save changes or <Back> to return to the previous screen without saving.

4. The following screen will be displayed upon successful update of the changes. If required, you can follow the same steps as described in paragraph 6.1.3 to print the Patient's Access Key.


Public Private Interface – Electronic Patient Record Sharing Pilot Project
Welcome! [User ID: phmro01]
Patient Enrollment
Reporting
Update Own Profile
Enroll New Patient
Update Patient Profile
Patient Enrollment (Update Patient Profile)
Confirmation
Patient profile has been updated successfully.
Detail
HKID No.
H000000(1)
Name
CHAN, SIU MING
Email Address
Mobile
90000000
HKPMI Address
RM 890,
GOOD House
Patient Access Key
You may print out the A

7.Patient Data Enquiry

7.1 Open a patient's record

This function allows you to enquire on the patient's electronic medical record kept by the Hospital Authority. It is assumed that you have a need to access the patient's record for patient care and that you have obtained the patient's consent before you access the patient's data in PPI-ePR. When you 'opened' a patient's record in PPI-ePR, the system will log your action with your user id, the patient's HKID number and the access date and time for audit purposes. A SMS message will also be sent to the patient's mobile phone to notify him/her that his/her patient record is being accessed with the following details:
Sender : 852930572292

For Medical Practitioner
Content (*English Version*) :

Dr Chan Tai Man is retrieving your electronic clinical record (3/3/2006 10:16). For enquiry, contact Hospital Authority at 23006654.

Content (*Chinese Version*) :

Dr Chan Tai Man 現正查閱你的電子病歷 (3/3/2006 10:16)。如有查詢, 請致電醫管局: 23006654 。

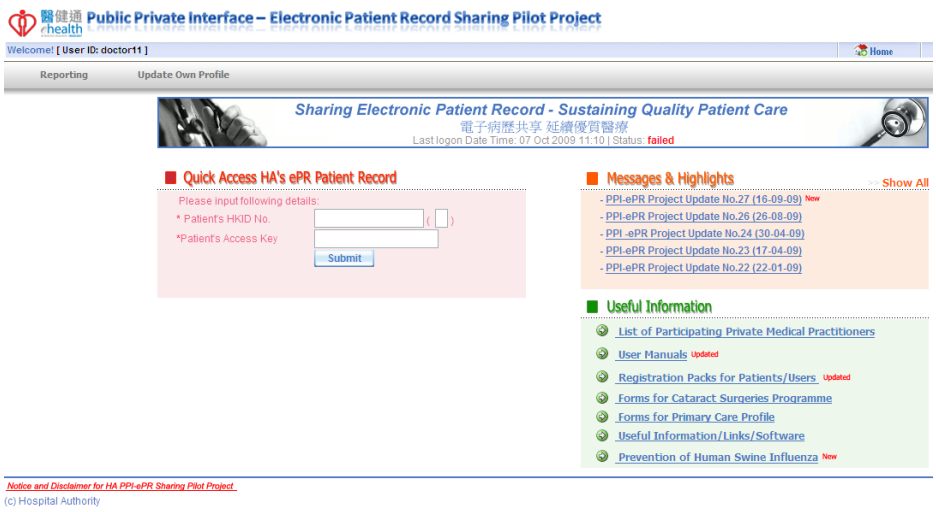
For non Medical Practitioner
Content (*English Version*) :

Health care professional is retrieving your electronic clinical record (3/3/2006 10:16). For enquiry, contact Hospital Authority at 23006654.

Content (*Chinese Version*) :

醫療人員現正查閱你的電子病歷 (3/3/2006 10:16)。如有查詢, 請致電醫管局: 23006654 。

1. There is a section, labelled as <Quick Access HA's ePR Patient Record>, in the main page for you to access patient's data.

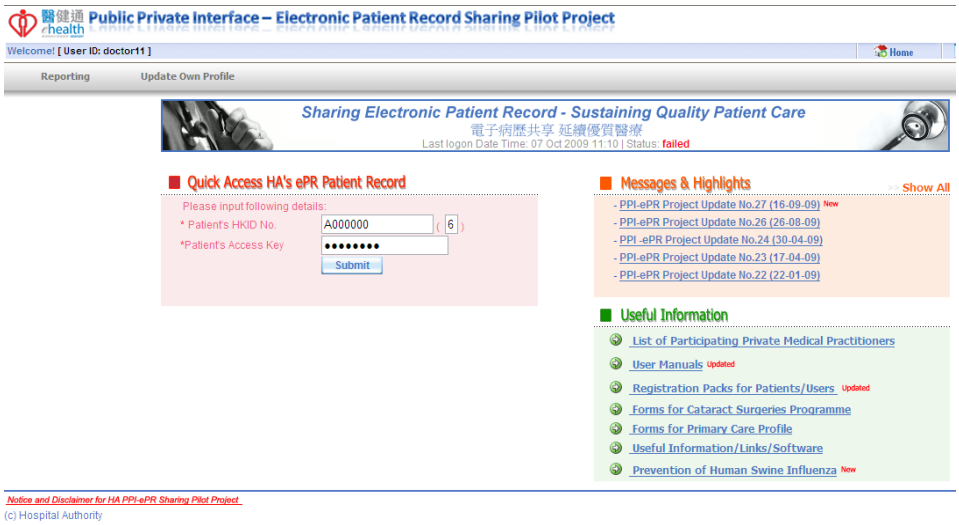

Public Private Interface – Electronic Patient Record Sharing Pilot Project
Welcome! [User ID: doctor11]
Home
Reporting
Update Own Profile
Sharing Electronic Patient Record - Sustaining Quality Patient Care
電子病歷共享 延續優質醫療
Last logon Date Time: 07 Oct 2009 11:10 | Status: failed
Quick Access HA's ePR Patient Record
Please input following details:
* Patient's HKID No.
*Patient's Access Key
Submit
Messages & Highlights
Show All
- PPI-ePR Project Update No.27 (16-09-09) New
- PPI-ePR Project Update No.26 (26-08-09)
- PPI -ePR Project Update No.24 (30-04-09)
- PPI-ePR Project Update No.23 (17-04-09)
- PPI-ePR Project Update No.22 (22-01-09)
Useful Information
List of Participating Private Medical Practitioners
User Manuals Updated
Registration Packs for Patients/Users Updated
Forms for Cataract Surgeries Programme
Forms for Primary Care Profile
Useful Information/Links/Software
Prevention of Human Swine Influenza New
Notice and Disclaimer for HA PPI-ePR Sharing Pilot Project
(c) Hospital Authority

2. Ask the patient for his / her HKID number and Access Key. When the patient registered for the PPI-ePR program, the Access Key is sent to the patient's mobile phone with Sender's name of PPI. A confirmation letter with the patient's Access Key would also have been sent to the patient after enrolment. Any subsequent changes to the Access Key will be sent to the patient's mobile phone number again via SMS message but a confirmation letter will not be sent. You can assist the patient to check the Access Key by checking the Message Inbox of the patient's mobile phone with the following details :

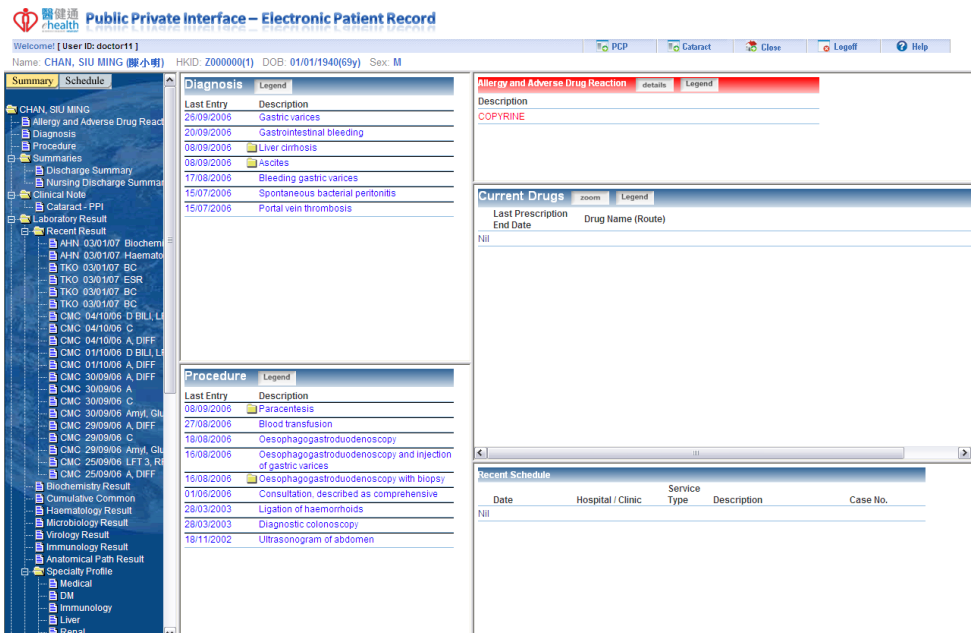
   Sender : 852930572292
   Content (*English Version*) : Access Key: XXXXXXXX
   Content (*Chinese Version*) : 保安編碼: XXXXXXXX

   Input the XXXXXXXX shown in the SMS message whenever the Patient's Access Key is required by the system.

3. Enter the patient's HKID number, Access Key and click the <Submit> button to proceed.


Public Private Interface – Electronic Patient Record Sharing Pilot Project
Welcome! [User ID: doctor11]
Home
Reporting
Update Own Profile
Sharing Electronic Patient Record - Sustaining Quality Patient Care
電子病歷共享 延續優質醫療
Last logon Date Time: 07 Oct 2009 11:10 | Status: failed
Quick Access HA's ePR Patient Record
Please input following details:
* Patient's HKID No.
A000000
6
*Patient's Access Key
Submit
Messages & Highlights
Show All
- PPI-ePR Project Update No.27 (16-09-09) New
- PPI-ePR Project Update No.26 (26-08-09)
- PPI -ePR Project Update No.24 (30-04-09)
- PPI-ePR Project Update No.23 (17-04-09)
- PPI-ePR Project Update No.22 (22-01-09)
Useful Information
List of Participating Private Medical Practitioners
User Manuals Updated
Registration Packs for Patients/Users Updated
Forms for Cataract Surgeries Programme
Forms for Primary Care Profile
Useful Information/Links/Software
Prevention of Human Swine Influenza New
Notice and Disclaimer for HA PPI-ePR Sharing Pilot Project
(c) Hospital Authority

4. If the entered patient's HKID Number and Access Key are correct, the summary page of the patient's electronic medical record will be displayed.



7.2 View Patient data

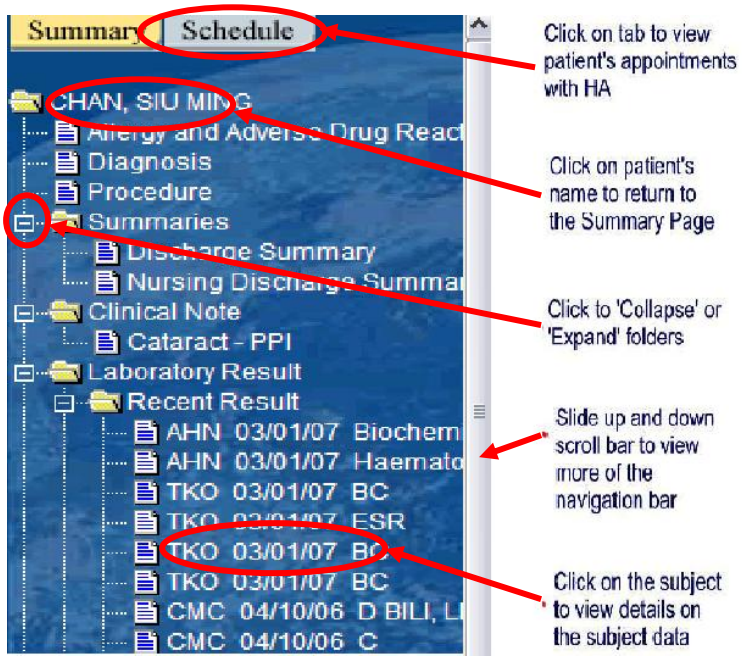
7.2.1 Patient's basic demographic data

The patient's basic demographic data are displayed at all times on the top part of the ePR screen. On entry to each patient's record, you must check the patient's demographic data to ensure that the correct patient's record has been retrieved so that the correct clinical information is used for the patient's care. If you found any discrepancy in the patient's demographic data with your record, please check that you have selected the correct patient by checking the HKID number and confirm with the patient on the correctness of these demographic data. If you found that the demographic data displayed by the system is incorrect, please encourage the patient to inform any of the Hospital Authority's hospitals or clinics.

If you found that you have opened the wrong patient's record, please close this patient's records immediately. You should also log the incident for auditing purpose and for patient enquiry because a SMS message on the record retrieval would have been sent to the patient.

7.2.2 Navigation Tree

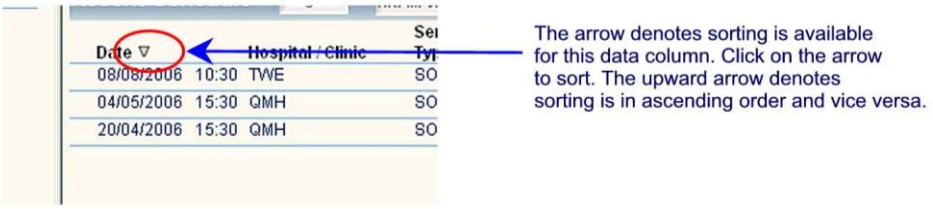
On the leftmost part of the ePR screen, there is a tree view to depict the overall structure of the clinical data for the selected patient. Since different patients receive different medical treatments in the Hospital Authority, the 'Navigation Tree' may also appear differently for different patients. You can 'navigate' through the patient's electronic record by clicking on the hyperlink for each subject data appearing on the tree view.


Summary
Schedule
Diagnosis
Procedure
Summaries
Clinical Note
Cataract - PPI
Laboratory Result
Recent Result
AHN 03/01/07 Biochem
AHN 03/01/07 Haemato
TKO 03/01/07 BC
TKO 03/01/07 ESR
TKO 03/01/07 BC
CMC 04/10/06 C
Click on tab to view patient's appointments with HA
Click on patient's name to return to the Summary Page
Click to 'Collapse' or 'Expand' folders
Slide up and down scroll bar to view more of the navigation bar
Click on the subject to view details on the subject data

7.2.3 Buttons and Function Controls

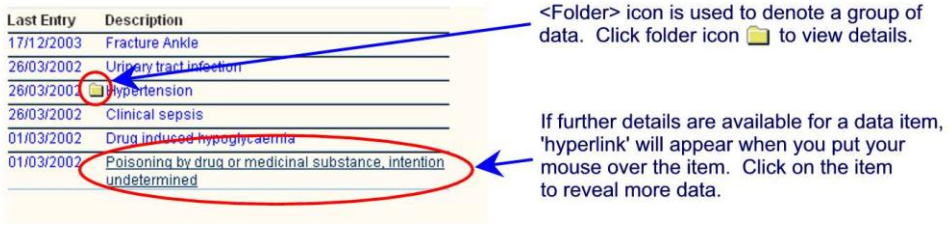
The following are the various types of 'buttons and controls' used in the ePR system to facilitate your on-line viewing of the patient's electronic records.

7.2.3.1 Sort


Date
Hospital / Clinic
08/08/2006 10:30 TWE
04/05/2006 15:30 QMH
20/04/2006 15:30 QMH
The arrow denotes sorting is available for this data column. Click on the arrow to sort. The upward arrow denotes sorting is in ascending order and vice versa.

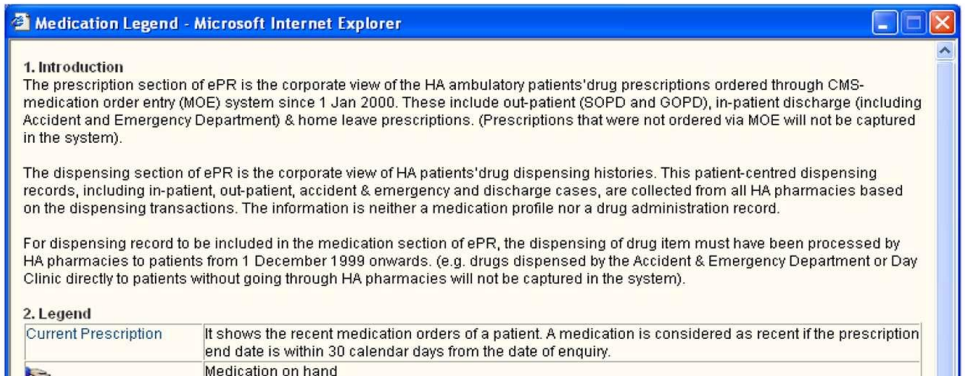
7.2.3.2 <Details> button

7.2.3.3 Folder and Hyperlink


Last Entry
Description
17/12/2003 Fracture Ankle
26/03/2002 Urinary tract infection
26/03/2002 Hypertension
26/03/2002 Clinical sepsis
01/03/2002 Drug induced hypoglycaemia
01/03/2002 Poisoning by drug or medicinal substance, intention undetermined
<Folder> icon is used to denote a group of data. Click folder icon to view details.
If further details are available for a data item, 'hyperlink' will appear when you put your mouse over the item. Click on the item to reveal more data.

7.2.3.4 <Legend> button

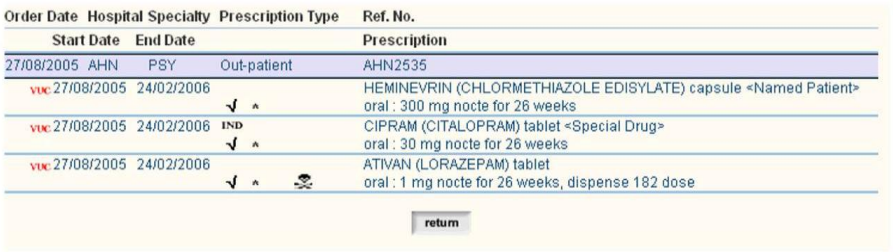
e.g. Legend on Prescription Data


Medication Legend - Microsoft Internet Explorer
1. Introduction
The prescription section of ePR is the corporate view of the HA ambulatory patients'drug prescriptions ordered through CMS-medication order entry (MOE) system since 1 Jan 2000. These include out-patient (SOPD and GOPD), in-patient discharge (including Accident and Emergency Department) & home leave prescriptions. (Prescriptions that were not ordered via MOE will not be captured in the system).
The dispensing section of ePR is the corporate view of HA patients'drug dispensing histories. This patient-centred dispensing records, including in-patient, out-patient, accident & emergency and discharge cases, are collected from all HA pharmacies based on the dispensing transactions. The information is neither a medication profile nor a drug administration record.
For dispensing record to be included in the medication section of ePR, the dispensing of drug item must have been processed by HA pharmacies to patients from 1 December 1999 onwards. (e.g. drugs dispensed by the Accident & Emergency Department or Day Clinic directly to patients without going through HA pharmacies will not be captured in the system).
2. Legend
Current Prescription
It shows the recent medication orders of a patient. A medication is considered as recent if the prescription end date is within 30 calendar days from the date of enquiry.
Medication on hand

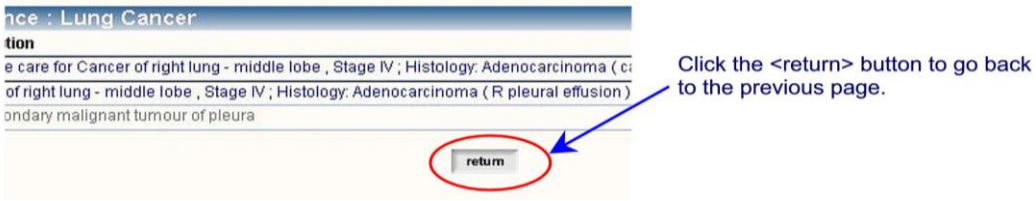
7.2.3.5 <Zoom> button

Current Prescription
zoom
Last Prescription End Date
Drug Name (Route)
24/02/2006 CHLORMETHIAZOLE (ORAL)
24/02/2006 CITALOPRAM (ORAL)
24/02/2006 LORAZEPAM (ORAL)
Click on the <Zoom> button to display the same set of data with expanded details.

e.g. Zoom on Prescription data

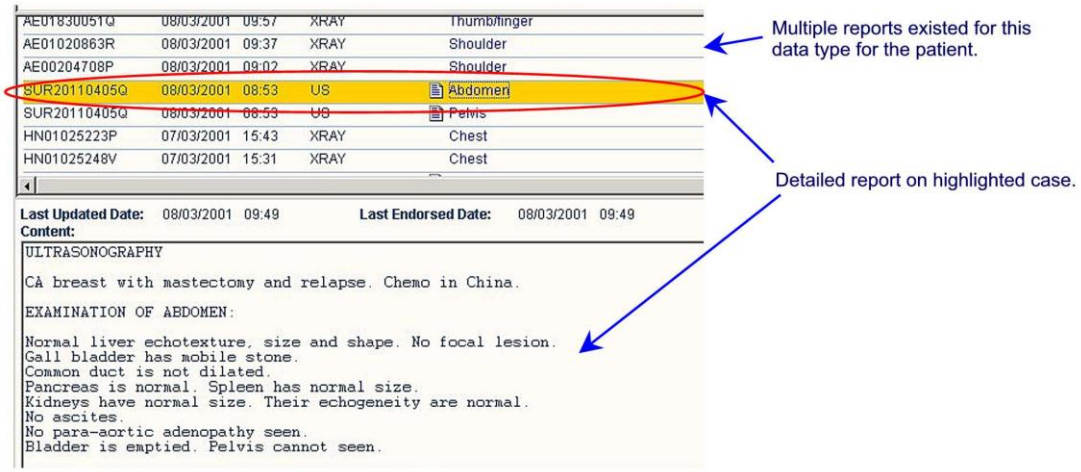

Order Date Hospital Specialty Prescription Type Ref. No.
Start Date End Date Prescription
27/08/2005 AHN PSY Out-patient AHN2535
VUC 27/08/2005 24/02/2006 HEMINEVRIN (CHLORMETHIAZOLE EDISYLATE) capsule <Named Patient>
oral : 300 mg nocte for 26 weeks
VUC 27/08/2005 24/02/2006 IND CIPRAM (CITALOPRAM) tablet <Special Drug>
oral : 30 mg nocte for 26 weeks
VUC 27/08/2005 24/02/2006 ATIVAN (LORAZEPAM) tablet
oral : 1 mg nocte for 26 weeks, dispense 182 dose
return

7.2.3.6 <Return> button

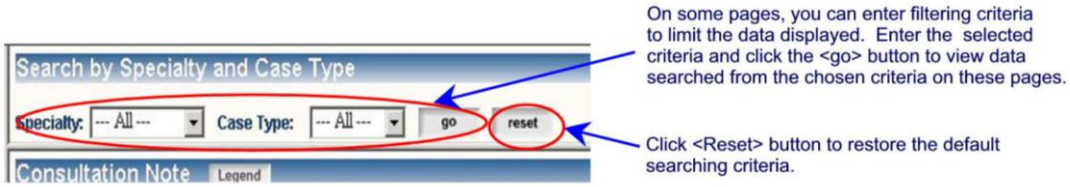

nce : Lung Cancer
tion
e care for Cancer of right lung - middle lobe , Stage IV ; Histology: Adenocarcinoma (c
of right lung - middle lobe , Stage IV ; Histology: Adenocarcinoma (R pleural effusion)
ondary malignant tumour of pleura
return
Click the <return> button to go back to the previous page.

7.2.3.7 Multiple records display

Some report types provide multiple records' view on one page. Highlight the case to view detailed report on the selected case.


AE01830051Q 08/03/2001 09:57 XRAY Thumb/finger
AE01020863R 08/03/2001 09:37 XRAY Shoulder
AE00204708P 08/03/2001 09:02 XRAY Shoulder
SUR20110405Q 08/03/2001 08:53 US Abdomen
SUR20110405Q 08/03/2001 08:53 US Pelvis
HN01025223P 07/03/2001 15:43 XRAY Chest
HN01025248V 07/03/2001 15:31 XRAY Chest
Last Updated Date: 08/03/2001 09:49 Last Endorsed Date: 08/03/2001 09:49
Content:
ULTRASONOGRAPHY
CA breast with mastectomy and relapse. Chemo in China.
EXAMINATION OF ABDOMEN:
Normal liver echotexture, size and shape. No focal lesion.
Gall bladder has mobile stone.
Common duct is not dilated.
Pancreas is normal. Spleen has normal size.
Kidneys have normal size. Their echogeneity are normal.
No ascites.
No para-aortic adenopathy seen.
Bladder is emptied. Pelvis cannot seen.
Multiple reports existed for this data type for the patient.
Detailed report on highlighted case.

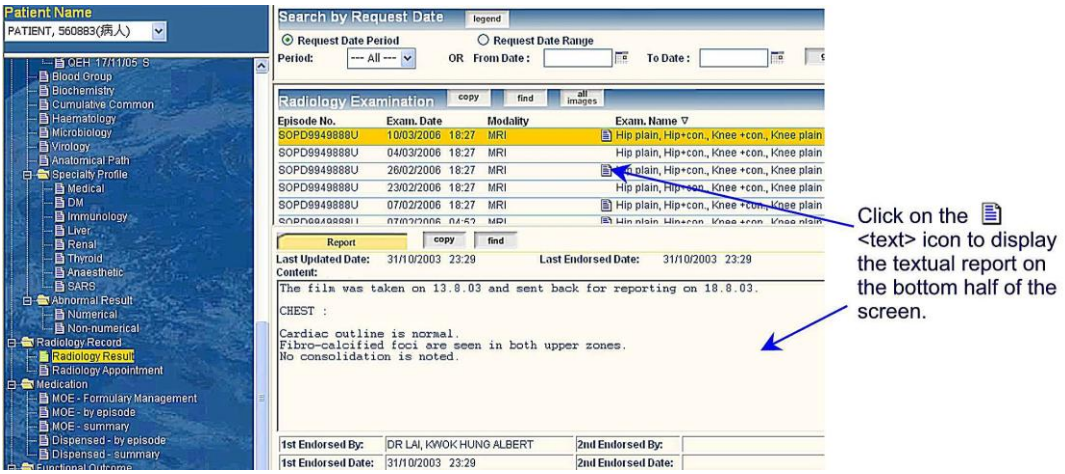
7.2.3.8 Search criteria


Search by Specialty and Case Type
Specialty: --- All ---
Case Type: --- All ---
go
reset
Consultation Note
Legend
On some pages, you can enter filtering criteria to limit the data displayed. Enter the selected criteria and click the <go> button to view data searched from the chosen criteria on these pages.
Click <Reset> button to restore the default searching criteria.

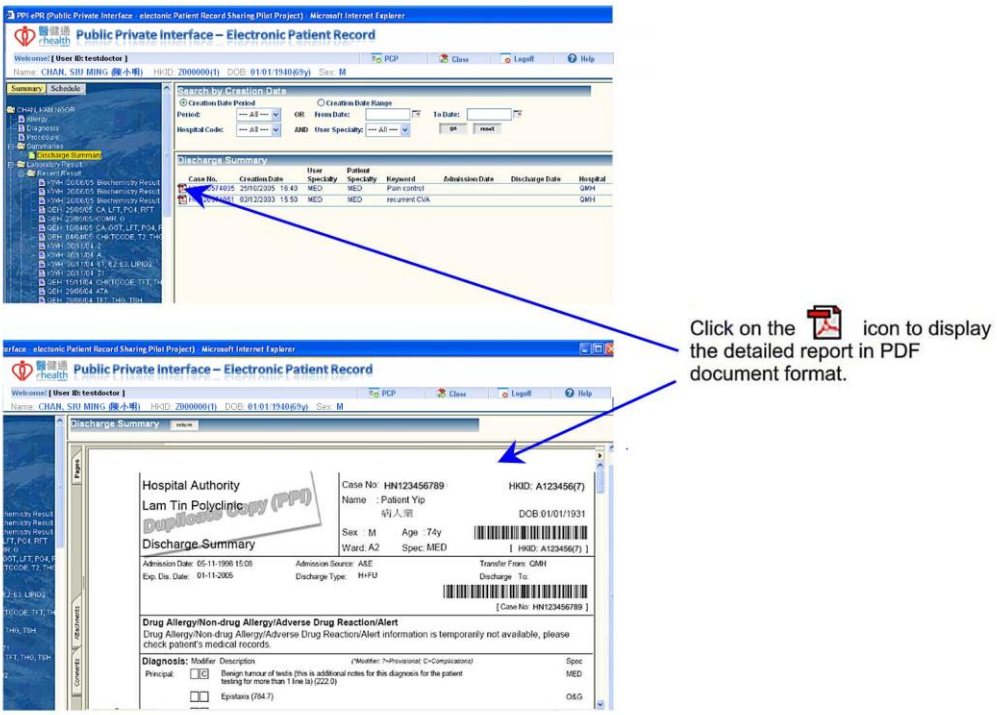
7.2.3.9 Document Types

Different types of report documents exist in the ePR, including textual reports, and PDF documents. Different icons are used to represent different document types and the presentation formats are also different.

(a) Textual reports

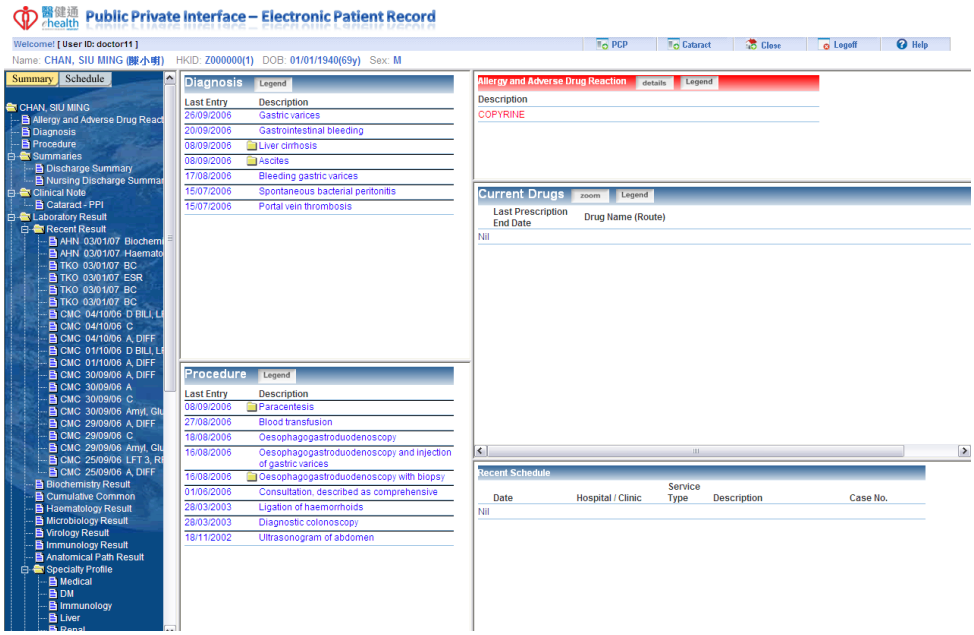

Patient Name
PATIENT, 560883(病人)
Search by Request Date
Request Date Period
Request Date Range
Radiology Examination
Episode No.
Exam. Date
Modality
Exam. Name
Report
Last Updated Date: 31/10/2003 23:29
Last Endorsed Date: 31/10/2003 23:29
Content:
The film was taken on 13.8.03 and sent back for reporting on 18.8.03.
CHEST :
Cardiac outline is normal.
Fibro-calcified foci are seen in both upper zones.
No consolidation is noted.
1st Endorsed By: DR LAI, KWOK HUNG ALBERT
2nd Endorsed By:
1st Endorsed Date: 31/10/2003 23:29
2nd Endorsed Date:
Click on the <text> icon to display the textual report on the bottom half of the screen.

(b) PDF documents

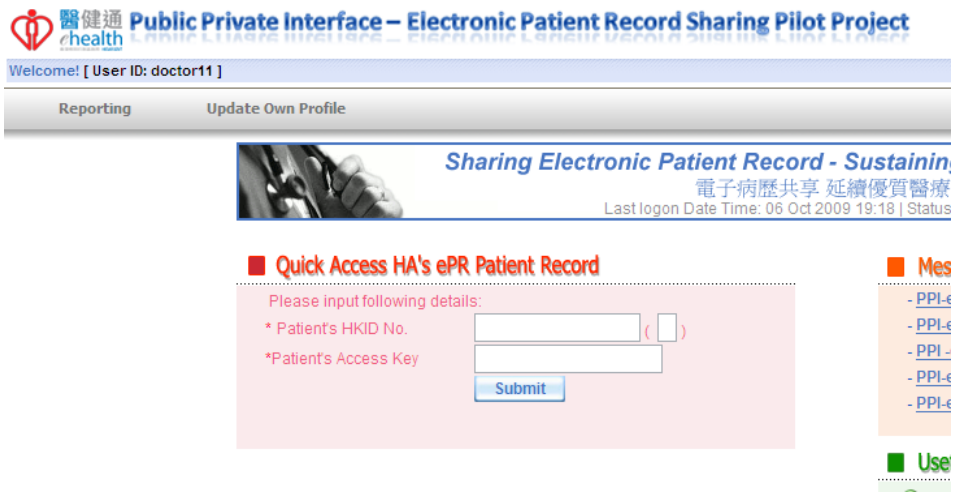

Public Private Interface – Electronic Patient Record
Discharge Summary
Hospital Authority
Lam Tin Polyclinic
Duplicate Copy (PPI)
Discharge Summary
Click on the icon to display the detailed report in PDF document format.

7.3 Close Current Record / Open Next Record

1. You can close the current patient's records by clicking the <Close> icon on the Menu Bar.



2. The system main page will be displayed and you can input the next patient's HKID number and Access Key to view the next patient's details.


Public Private Interface – Electronic Patient Record Sharing Pilot Project
Welcome! [User ID: doctor11]
Reporting
Update Own Profile
Sharing Electronic Patient Record - Sustainin
Last logon Date Time: 06 Oct 2009 19:18 | Status
Quick Access HA's ePR Patient Record
Please input following details:
* Patient's HKID No.
*Patient's Access Key
Submit

8.Reporting

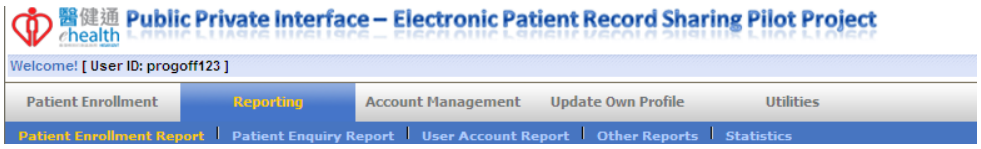
A number of reports are available to you for monitoring of exceptions or to facilitate regular auditing on the usage of the system. The types of reports available to you will depend on the access rights assigned to your account by your system administrator. Please contact your system administrator or the Hospital Authority PPI-ePR Program Office if you found that you need some of the reports which are not available to you.

The patient's or user's HKID number, name, address and other personal details will be listed on some reports. These reports will be marked 'Confidential' and you must secure these reports areas:

1. **Do not** print these reports unless it is absolutely required.
2. **Do** not leave the hard copy of these reports in areas which can be accessed by people who do not have the rights to view these reports.
3. **Do** lock away these reports securely if they are to be retained for filing / record purposes
4. **Do** dispose of unwanted print-outs properly in an appropriate manner (shredding, incineration, etc).
5. **Never** dispose these reports into rubbish bins with other waste paper.

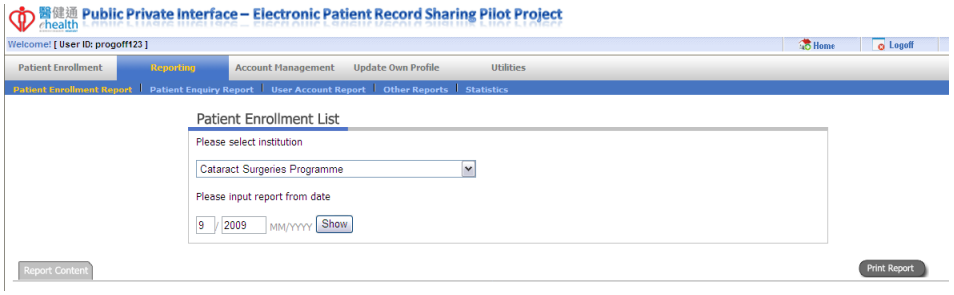
8.1 View Report List

1. Click <Reporting> on the Menu Bar and the *Report Types* on the Sub-menu Bar.



2. A list of reports belonging to the selected group will be displayed. Click on the *Report Name* to view the report.

3. The selected report will be displayed. Click on the <Print Report> button to print the report.



8.2 Patient Enrollment Reports

This group of reports relate to patient enrollment status to facilitate follow up actions required.

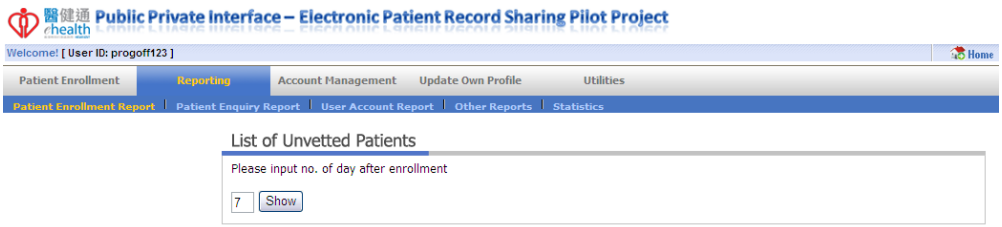
8.2.1 List of Unvetted Patients

8.2.1.1 Purpose of report

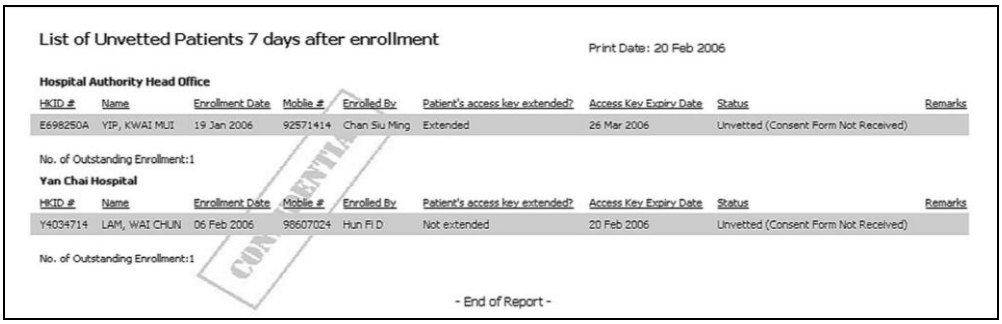
This <List of Unvetted Patients> provides the list of patients who have enrolled in the PPI-ePR program but the Program Office has not completed vetting of their enrollment. The Patient's Access Key will remain as a temporary key until the patient's enrollment status become 'Vetted'.

8.2.1.2 Input Criteria

Input the *number of days after enrollment* and all patients who have enrolled for the input number of days will be listed. Click <Show> to view report.



8.2.1.3 Report Layout



List of Unvetted Patients 7 days after enrollment

Print Date: 20 Feb 2006

Hospital Authority Head Office

HKID #	Name	Enrollment Date	Mobile #	Enrolled By	Patient's access key extended?	Access Key Expiry Date	Status	Remarks
E698250A	YIP, KWAI MUI	19 Jan 2006	92571414	Chan Siu Ming	Extended	26 Mar 2006	Unvetted (Consent Form Not Received)	

No. of Outstanding Enrollment:1

Yan Chai Hospital

HKID #	Name	Enrollment Date	Mobile #	Enrolled By	Patient's access key extended?	Access Key Expiry Date	Status	Remarks
Y4034714	LAM, WAI CHUN	06 Feb 2006	98607024	Hun Fi D	Not extended	20 Feb 2006	Unvetted (Consent Form Not Received)	

No. of Outstanding Enrollment:1

CONFIDENTIAL

- End of Report -

8.2.2 List of Expired Access Key

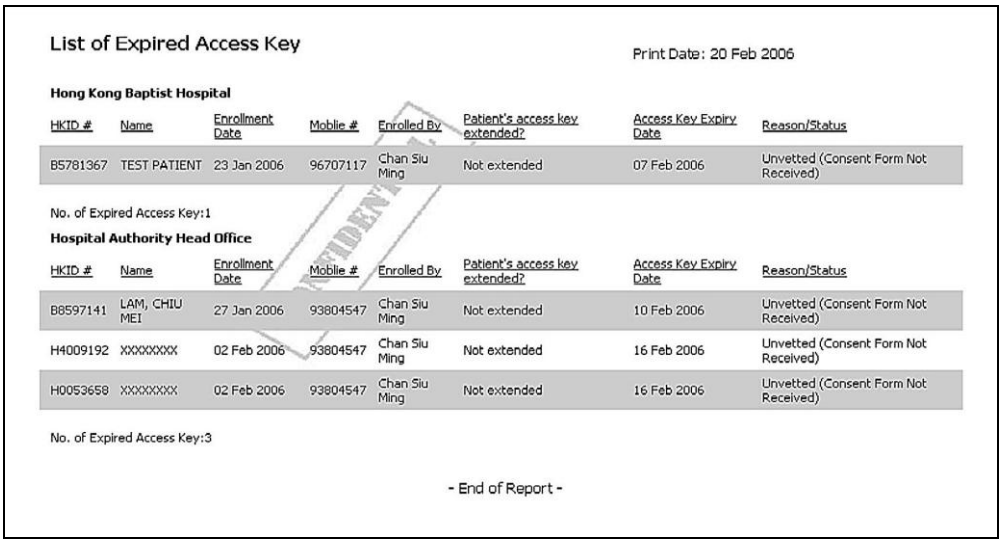
8.2.2.1 Purpose of report

The <List of Expired Access Key> lists the patients whose Access Keys have expired.

8.2.2.2 Input Criteria

Input the *report from date* and all patients whose keys have expired in the period between the input date and today will be listed. Click <Show> to view report.

8.2.2.3 Report Layout



List of Expired Access Key

Print Date: 20 Feb 2006

Hong Kong Baptist Hospital

HKID #	Name	Enrollment Date	Moblie #	Enrolled By	Patient's access key extended?	Access Key Expiry Date	Reason/Status
B5781367	TEST PATIENT	23 Jan 2006	96707117	Chan Siu Ming	Not extended	07 Feb 2006	Unvetted (Consent Form Not Received)

No. of Expired Access Key:1

Hospital Authority Head Office

HKID #	Name	Enrollment Date	Moblie #	Enrolled By	Patient's access key extended?	Access Key Expiry Date	Reason/Status
B8597141	LAM, CHIU MEI	27 Jan 2006	93804547	Chan Siu Ming	Not extended	10 Feb 2006	Unvetted (Consent Form Not Received)
H4009192	XXXXXXXX	02 Feb 2006	93804547	Chan Siu Ming	Not extended	16 Feb 2006	Unvetted (Consent Form Not Received)
H0053658	XXXXXXXX	02 Feb 2006	93804547	Chan Siu Ming	Not extended	16 Feb 2006	Unvetted (Consent Form Not Received)

No. of Expired Access Key:3

- End of Report -

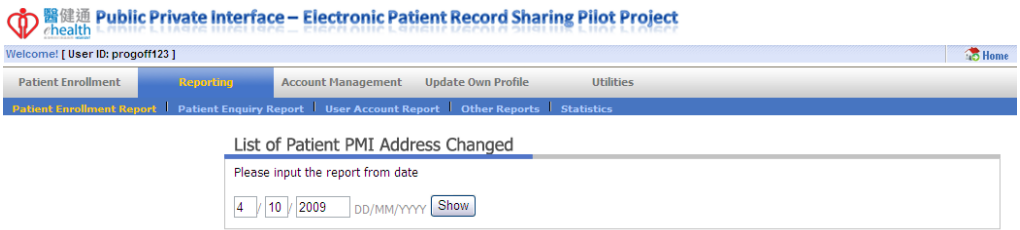
8.2.3 List of Patient PMI Address Changed

8.2.3.1 Purpose of report

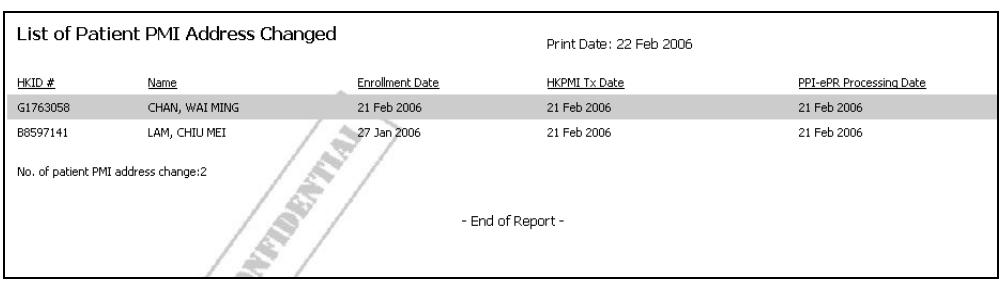
This report will list the patients whose addresses recorded in the Hong Kong Patient Master Index (PMI) has changed after enrollment. This may be because the patient's address reported at the time of enrollment does not match that of the patient's PMI record or the patient's has moved since enrollment. In both situations, the patient's address must be checked to ensure the correct address will be used for on-going correspondence with the patient.

8.2.3.2 Input Criteria

Input the *report from date* and all patients whose PMI addresses have been changed within the period between the input date and today will be listed. Click <Show> to view report.



8.2.3.3 Report Layout



List of Patient PMI Address Changed

Print Date: 22 Feb 2006

HKID #	Name	Enrollment Date	HKPMI Tx Date	PPI-ePR Processing Date
G1763058	CHAN, WAI MING	21 Feb 2006	21 Feb 2006	21 Feb 2006
B8597141	LAM, CHIU MEI	27 Jan 2006	21 Feb 2006	21 Feb 2006

No. of patient PMI address change:2

- End of Report -

8.2.4 List of Pending PMI Address Change

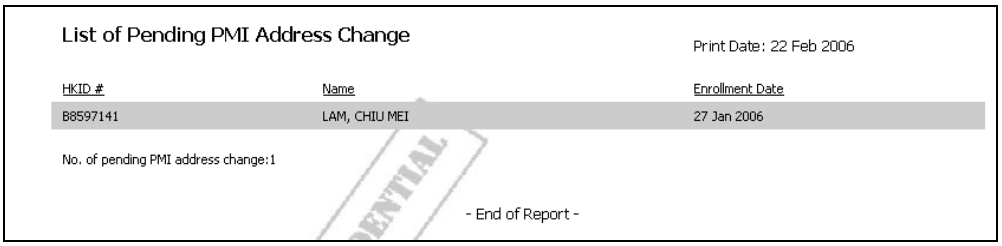
8.2.4.1 Purpose of report

This report will list the patients whose addresses reported at the time of enrollment do not match that recorded in the PMI but the PMI addresses have not been updated.

8.2.4.2 Input Criteria

Input the *enrollment date* and all patients who enrolled on the day but with unmatched reported and PMI addresses will be listed. Click <Show> to view report.

8.2.4.3 Report Layout



8.2.5 Patient Enrollment List

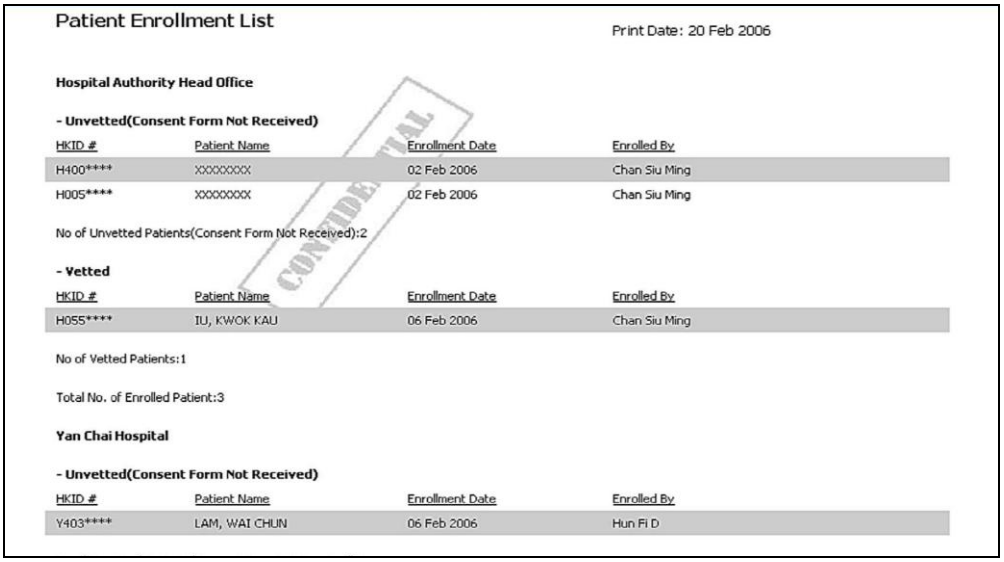
8.2.5.1 Purpose of report

This report will list all patients enrolled in the PPI-ePR program, grouped by the institutions which carried out the enrollment and the vetting statuses of the patients.

8.2.5.2 Input Criteria

Input the *institution* which enrolled the patients and the *report from date* and all patients who were enrolled by the selected institutions and enrolled between the period from the input date to today will be listed. Click <Show> to view report.

8.2.5.3 Report Layout



Patient Enrollment List

Print Date: 20 Feb 2006

Hospital Authority Head Office

- Unvetted(Consent Form Not Received)

HKID #	Patient Name	Enrollment Date	Enrolled By
H400****	XXXXXXXX	02 Feb 2006	Chan Siu Ming
H005****	XXXXXXXX	02 Feb 2006	Chan Siu Ming

No of Unvetted Patients(Consent Form Not Received):2

- Vetted

HKID #	Patient Name	Enrollment Date	Enrolled By
H055****	IU, KWOK KAU	06 Feb 2006	Chan Siu Ming

No of Vetted Patients:1

Total No. of Enrolled Patient:3

Yan Chai Hospital

- Unvetted(Consent Form Not Received)

HKID #	Patient Name	Enrollment Date	Enrolled By
Y403****	LAM, WAI CHUN	06 Feb 2006	Hun Fi D

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8.3 Patient Enquiry Reports

This group of reports provide an audit listing on which patients' records have been accessed and by whom to facilitate the administrator at each institution to ensure that all accesses to patients' records are legitimate.

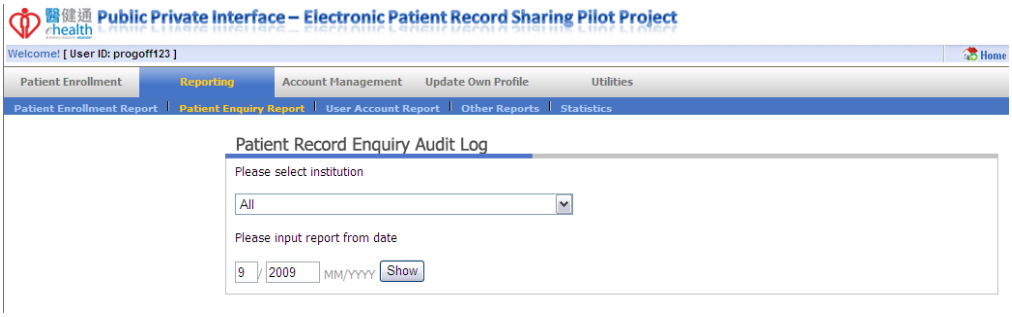
8.3.1 Patient Record Enquiry Audit Log

8.3.1.1 Purpose of report

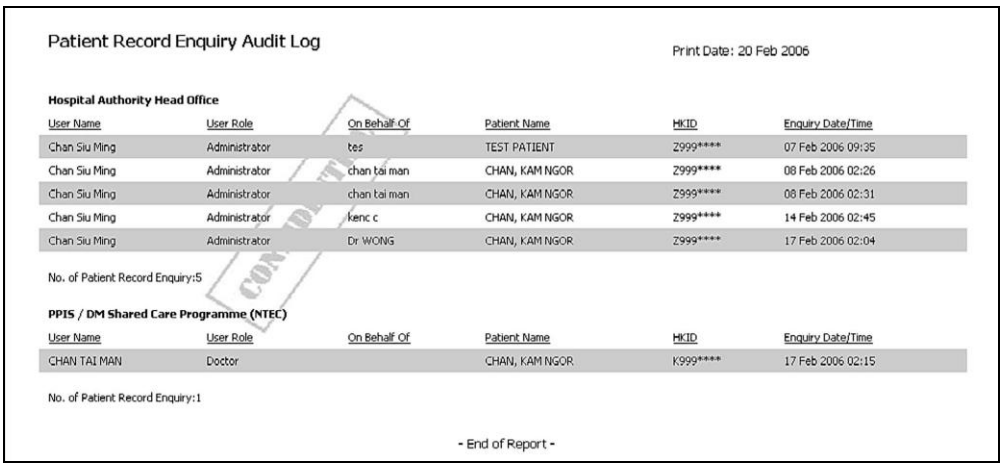
This report will list all patients whose records have been enquired and by whom within the month, grouped by the enquired institution and patient. You should check the report and ensure that all accesses to the patients' records are authorised and with the patients' consent.

8.3.1.2 Input Criteria

Input the *institution* and the *report from date* and all patients whose records have been accessed by personnel from the input institution in the input month will be listed. Click <Show> to view report.



8.3.1.3 Report Layout



Patient Record Enquiry Audit Log

Print Date: 20 Feb 2006

Hospital Authority Head Office

User Name	User Role	On Behalf Of	Patient Name	HKID	Enquiry Date/Time
Chan Siu Ming	Administrator	tes	TEST PATIENT	Z999****	07 Feb 2006 09:35
Chan Siu Ming	Administrator	chan tai man	CHAN, KAM NGOR	Z999****	08 Feb 2006 02:26
Chan Siu Ming	Administrator	chan tai man	CHAN, KAM NGOR	Z999****	08 Feb 2006 02:31
Chan Siu Ming	Administrator	kenc c	CHAN, KAM NGOR	Z999****	14 Feb 2006 02:45
Chan Siu Ming	Administrator	Dr WONG	CHAN, KAM NGOR	Z999****	17 Feb 2006 02:04

No. of Patient Record Enquiry:5

PPIS / DM Shared Care Programme (NTEC)

User Name	User Role	On Behalf Of	Patient Name	HKID	Enquiry Date/Time
CHAN TAI MAN	Doctor		CHAN, KAM NGOR	K999****	17 Feb 2006 02:15

No. of Patient Record Enquiry:1

- End of Report -

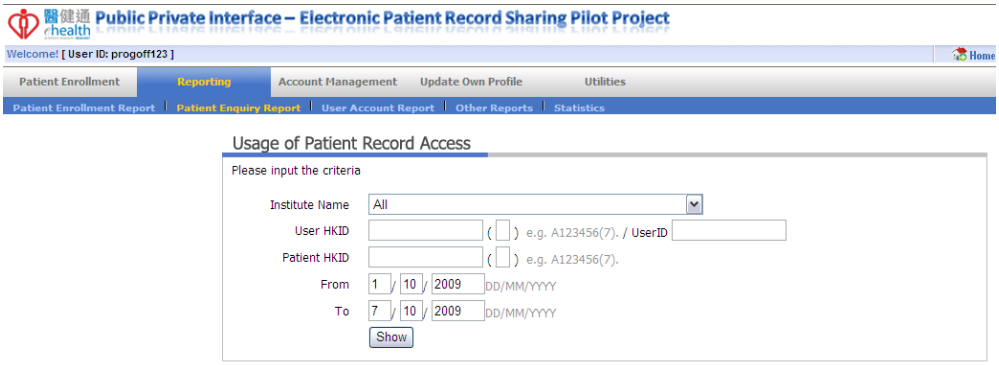
8.3.2 Usage of Patient Record Access

8.3.2.1 Purpose of report

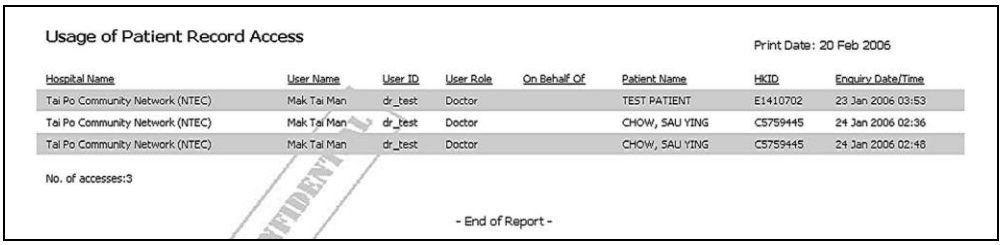
This report will list which patients' records the users have accessed in the month, grouped by institution and user name.

8.3.2.2 Input Criteria

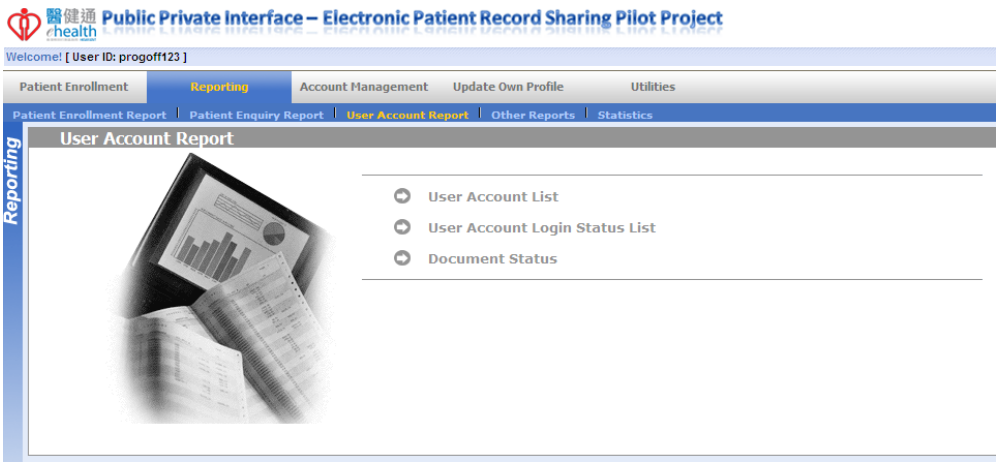
Input the *institution, user HKID or Login ID* (null for all), *patient HKID* (null for all), *From date and To date*. Click <Show> to view report.



8.3.2.3 Report Layout



8.4 User Account Report



8.4.1 User Account List

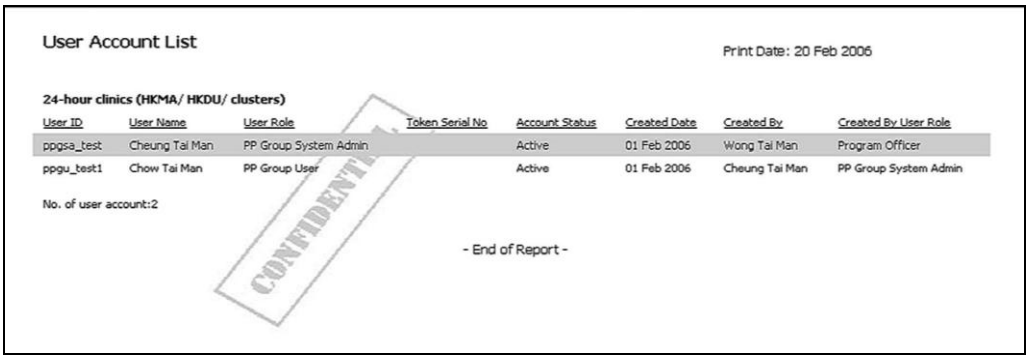
8.4.1.1 Purpose of report

This report provides a listing to system administrators to take stock of the user accounts created, the account owners, associated security token provided and the status of these accounts.

8.4.1.2 Input Criteria

Input the *institution* where the user accounts were created. Click <Show> to view report.

8.4.1.3 Report Layout



User Account List

Print Date: 20 Feb 2006

24-hour clinics (HKMA/ HKDU/ clusters)

User ID	User Name	User Role	Token Serial No	Account Status	Created Date	Created By	Created By User Role
ppgsa_test	Cheung Tai Man	PP Group System Admin		Active	01 Feb 2006	Wong Tai Man	Program Officer
ppgu_test1	Chow Tai Man	PP Group User		Active	01 Feb 2006	Cheung Tai Man	PP Group System Admin

No. of user account:2

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- End of Report -